



Harrisburg City Council Business Meeting Minutes

June 08, 2021

6:30 PM

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

CALL TO ORDER AND ROLL CALL by Mike Caughey sitting in for Mayor, Robert Duncan at the hour of 6:33pm

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

- Caughey read the letter sent to Governor Brown (ADDENDUM 1), from the City of Harrisburg, aloud as a request from Mayor Bobby Duncan.

RESOLUTIONS

THE MATTER OF ALLOWING VOLUNTEER WORKER'S COMPENSATION COVERAGE 2021-2022 BY APPROVING RESOLUTION NO. 1253

STAFF REPORT: Ross stated that there were no changes from last years reports except the rate increase from \$140 to \$150. This accounts for 1% of our total workers' compensation cost. Scholz asked if this was based on last year FY 2020-2021 budget and Ross answered yes. It's always based on the previous years audit.

- Keaton **motioned to approve Resolution No. 1253 "A Resolution extending workers' compensation coverage to volunteers of the City of Harrisburg for policy year 2021-2022"**. He was seconded by Downey. The City Council voted unanimously to approve Resolution No. 1253 "A Resolution extending workers' compensation coverage to volunteers of the City of Harrisburg for policy year 2021-2022".

THE MATTER OF APPROVING RESOLUTION NO. 1254, AND THEREBY APPROVING THE CITY OF HARRISBURG STANDARD FEE SCHEDULE EFFECTIVE ON JULY 1, 2021

STAFF REPORT: Eldridge stated that the changes will be effective July 1st, 2021. The standard fee schedule is available online or in the lobby at City Hall. There were a few wording changes made and changes to the Library fee schedule to reflect our fine free program. The biggest changes are at the back of the schedule which shows the breakdown of fees for our new building permit program with Junction City. Mechanical and plumbing fees have gone up and building permit fees have gone down.

- Boese asked Eldridge for an example of something that is broken down. She pointed out to page 23 of the fee schedule. In the past, we have never had a broken-down fee schedule, even though it was something she had asked Linn County for. In the past, when residents would ask her questions regarding fees, she would only be able to estimate.
- Boese asked when someone applies for a permit is that written up by Junction City? Eldridge responded that it will be our application form and she is in the process of creating it. The building permit fees match Junction City's fees, and the electrical fees have to stay the same for four years.
 - Keaton **motioned to approve Resolution No. 1254, "A Resolution approving amendments to the City Fee Schedule and setting an effective date."** He was **seconded by Downey. The City Council voted unanimously to approve Resolution No. 1254, "A Resolution approving amendments to the City Fee Schedule and setting an effective date."**

OLD BUSINESS**THE MATTER OF A DISCUSSION IN RELATION TO COUNCIL POLICY 18-1.04**

STAFF REPORT: Eldridge stated that this policy has come before Council before. She has since spoken to our City Attorney, and he supplied this Confidential Legal Memorandum that is protected by ORS 192.660(1)(2)(f). It is not something that we can put out into the public, however, we can discuss as he did not feel it was crucial enough to go into an executive session. The research that he did, is reiterated in the confidential memo and she wanted to point out that that HB 3115 is still sitting on the senate desk awaiting disposition. That bill is different as it is dealing with sleeping outdoors and ours is regarding indoors. A few changes were made to the policy starting with the definition of active uses of government services, removing the word "loitering" and adding the definition of "what prohibited conduct is." She also added the staff's responsibility to follow the code of conduct policy, which we didn't have before, and make sure that no discrimination is exhibited. If patrons are not actively using City services, staff can ask them to leave based on this policy.

- Boese asked if HB 3115 was something that we should add in. Eldridge stated that we can later as this policy is related to inside and not outside facilities. There are lot of things coming down from bigger cities so we might be addressing it again in the future. With consensus, Eldridge will bring back to future meeting.

NEW BUSINESS**THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE A PUBLIC EVENT PERMIT FOR THE HARRISBURG OLD FASHIONED 4TH OF JULY**

STAFF REPORT: Eldridge noted that usually the City Administrator approves the permit for the 4th of July and the only thing brought to Council would be the ODOT permit for the parade. With Eldridge being both the City Administrator and the person responsible for putting the permit together, she felt it would be unethical to approve without City Council. This is large permit with a

lot of moving parts. The breakdown of the permit shows how things are set up to protect the community and participants. It covers traffic, who's responsible for what, the actual days of the events from morning to night, it shows parade routes, barricade schedules with the placement of the safety corridors, railroad safety barriers, car show markers and no parking signs and Covid social distancing requirements. She also stated that there will be no bouncy houses this year due to Covid.

- Keaton asked where do you find the one-page schedule that shows everything and is there an online version available? Ross and Eldridge stated that we are in the process of including it with the City utility bill and that City website will be updated soon.
- Eldridge stated that she thinks it will be a big turnout even though they have been stressing local people or people with ties to the community.
 - Keaton **motioned to authorize the City Administrator to approve the Public Event Permit for the Harrisburg Old-Fashioned 4th of July. He was seconded by Downey.**
- After the second motion, Barnett of Siuslaw St, thanked Eldridge for all of the detail that was included in the permit application. Eldridge referred to Scholz stating he was a great resource and help. Caughey agreed there is a lot of information that Chuck has that help us make better decisions in general.
- Keaton asked about the slots in the new sidewalk corners downtown and if those are useful for anything, possibly a gate. Scholz answered no and that some of those are just conduits that haven't been finished.
 - **The City Council then voted unanimously to authorize the City Administrator to approve the Public Event Permit for the Harrisburg Old-Fashioned 4th of July.**

THE MATTER OF DISCUSSING A POSSIBLE BUSINESS EMERGENCY GRANT

STAFF REPORT: Eldridge stated that the City is trying to come up with something that can help our businesses further. Without knowing the status of the American Relief Fund money, we do have \$20,000 in our CED Fund that we could use for this purpose by chance that we don't receive funds. Eligibility requirements would be similar to what our other grants were. The grant could be used for past due mortgage, utilities, or overdue invoices from suppliers, up to one time per month for a maximum of \$500 until funds are expended.

The amount of funding coming from the ARP has increased from \$397,200 to \$432,547 for this next fiscal year. The state is supposed to be working on the program to get the money out to the Cities. We are expecting some kind of agreement from the Department of Administrative Services, and we haven't seen anything. We don't know when we will be receiving those funds. If we want to go through and approve this program, we do have the funding to use for this purpose. She stated there are a couple business that are really hurting now and she wanted to present this to Council.

- Downey stated that we needed to do it, so they could recover faster.
- Keaton stated that he was skeptical that the funds would even appear or existed.
- Caughey asked for clarification if we had already received funding. Eldridge responded that when she originally put this proposal together, it included the funds we were expecting and that we already did have around \$56,000 set aside in the CED fund.
- Downey stated again that she wanted to help businesses and she doesn't want to lose another. We can't wait for false hopes, and we need to take care of our own.
- Keaton mentioned that we already have this funding, and we can use it whatever way is best suited for CED and keeping business alive is a good source.

- Boese asked if the business that closed would be able to come back with this funding? He agrees that using what we have now is a great idea to try and help.
- Caughey stated that he believes Eldridge has the consensus to go forward.
- Edie Moro, of the Tri-County Tribune, stated that Junction City had a program similar to this grant and it helped save the theater with rent. She believes that the Council is on the right track.

THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE A PUBLIC EVENT PERMIT AND POSSIBLE TEMPORARY SPECIAL EVENT LIQUOR LICENSE FOR THE TASTE OF TRI-COUNTY AND BUSINESS EXPO EVENT

STAFF REPORT: Eldridge stated that this is a Chamber Event that includes a Business Expo where they get an opportunity to talk about the product that they offer. Oregon Rain will attend to speak with people about entrepreneurship, Community Lenders will be available for businesses that want to expand. They are also looking into bringing in wineries and have a taste of tri-county event. Business will be able to sell their product at the event. They are anticipating 100 to 200 people to attend and several wineries. There will be no charge for restaurants to participate.

- Boese suggested with that many people attending, there could be a raffle to raise money for businesses. He also stated that it's a good opportunity for Harrisburg to get people close by to help with things we have planned.
 - Keaton **motioned to authorize the City Administrator to approve the Public Event Permit and Temporary Special Event Liquor License if it is required, for the Taste of Tri-County and Business Expo Event. He was seconded by Downey. The City Council voted unanimously to authorize the City Administrator to approve the Public Event Permit and Temporary Special Event Liquor License if it is required, for the Taste of Tri-County and Business Expo Event.**

THE MATTER OF APPROVING THE CONSENT LIST

- Downey **motioned to approve the Consent List. She was seconded by Boese. The City Council voted unanimously to approve the Consent List. The items approved by this action were as follows:**
 - **The City Council Minutes for April 27 and May 11, 2021**
 - **The Payment Approval Report for May 2021**

CITY ADMINISTRATOR VERBAL REPORT

- **VFW:** The VFW has had their water turned off the last few months. In the past, they have had a hard time paying the bill which were formally paid by former Mayor Dick Peterson. Eldridge stated that the Senior Center is not being charged for utilities and she wanted to know what the Council felt about not charging the VFW for utility fees. They have low usage and last years charges ran about \$930. Ross stated that some of the charges are for late fees. The City has tried calling and writing letters regarding the account status and has not received any response.
 - Keaton clarified that the Senior Center is not a City service and that it's private. Eldridge confirmed and said that they use our building, and that the City does contribute funds yearly. Downey asked if the City donated to the VFW and Eldridge answered no. Keaton asked if there were any other examples of organizations that we donate to, and Caughey responded HART. Keaton asked

if we charge them rent and Eldridge and Scholz responded it's a very small amount, like \$1.00.

- Boese asked about Gods Storehouse and what they get charged. Ross responded that they get charged like everyone else.
- Keaton stated that he didn't like the idea of government taking over the responsible of private charity. He believes it's an important organization but wants to be sure there is a precedence for doing so.
- Edie Moro, of the Tri-County Tribune, commented that the VFW of Monroe mentioned possibly pairing with the Harrisburg VFW to try and build up. She suggested researching if there was a viable VFW in town still. Eldridge responded that yes, they do still exist, and that the Monroe VFW did reach out to them about a year ago and offered to help, but it was not accepted at that time.
- Downey asked how their payment history was before Covid? Ross stated that it was good. Downey suggested helping them out with our Covid Relief Fund to start out. Keaton said he believes it would fall under community.
- Scholz believes that would be a good suggestion. We could use the CED fund to get them back to zero.
- Boese stated that he liked the idea and suggested reaching out to them again.
- **Landscaping Job:** Harrisburg Christian Church completed the landscaping job on the north side of town this last weekend. They paid for the plants and put together the design.
- **Butterfly Gardens:** Coming back to Planning Commission as townhouses. It will no longer be elderly living as far as she knows.
- **Vince Ferris Construction:** Site Plan will be covered for 1070 S 6th St at the Planning Commission Meeting, Tuesday.
- **HRA:** Heidi Kropf finished fence work on her parking lot. Clearance was given for \$50,000 from the HRA Grant Fund. She will receive it as of this Thursday.
- **Grand Re-Opening Celebration:** Eldridge handed out the flyer for the Grand Re-Opening Celebration (ADDENDUM 2). She wanted to be able to get people interested in our downtown, prior to the 4th of July. She has reached out to our businesses and received response from about seven. Businesses will be offering specials and Hurds will be offering free ice cream. The event is June 19th from 10am to 3pm.
- **5K Registration:** Double registration with Scandinavian Run and 4th of July 5K, from 9am to 1pm in Junction City.
- **Franchise Agreement:** The City has an expired franchise agreement with Century Link that was not caught by a former employee. Century Link has now become Lumen. Scholz went through and found some examples from other Cities and put something together for the City attorney.
 - The City has another franchise agreement due this August, this one with AT&T.
 - Eldridge has also asked both attorneys are to attend a future workshop to discuss how we want to approach the BN Franchise Agreement.
 - Caughey asked if Council could get a copy of the original agreement. He stated that his feeling is they should have to repair 4th St before we sign the agreement. Keaton asked if that qualified for an executive session and Eldridge answered yes.
 - Boese asked about the bridge and if they are planning on repainting it as it appears they are only painting what they are replacing. Scholz agreed it appears that's what they are doing.

- Downey commented about the Bless the USA that is over a main road in Junction City and how nice it was, especially at night. Scholz will look into cost.

OTHER ITEMS

- After Caughey learned about the repaving of the road between Harrisburg and Junction, he emailed ODOT asking why they are paving a road that didn't need paving and not doing Harrisburg 99E and Junction City 99. He received a call from ODOT and the person explained that there was money that wasn't spent by the end of the biannual budget, so they were looking for a project to spend money on. There main thrust was to improve ADA ramps on every state road, and it was a very expensive proposition. The only one they could find, that was a reasonable amount, was that stretch from Harrisburg to Junction City. Caughey questioned whether there were ADA ramps for that section, and the ODOT representative, agreed with Caughey that there was not. Caughey asked how do we get our road fixed? The representative answered that it was a major job and there are a lot of other places ahead of us on their list.
- Caughey received another call from Savannah Crawford with ODOT, the District Manager who decides. The first person he spoke with on Monday, suggested that speaking with higher elected officials could possibly speed us along on the list.
- Scholz stated that Halsey has been on the list for several years and until we see Halsey moving, we would be wasting our time. Our road will be much more difficult than Halsey. The ground is too big, and we would be paying for all of the manholes to be dropped. It's a huge project.
- Keaton stated that he is part of the Cascade West Area Community of Transportation and spoke with Savannah. CWACT only has minor authority with ODOT as far as funding goes. He stated that ODOT has shifted away from maintaining roads to bikeways. They are budgeting out for 2024/2028 session, and he has seen no mention of Harrisburg. He suggested getting someone on the technical advisory committee for CWACT as other Cities have one and Harrisburg does not.

ADJOURN: The meeting was adjourned at the hour of 8:16pm.

Mayor

City Recorder

May 27, 2021

Governor Kate Brown
State of Oregon
900 Court Street Suite 254
Salem, OR 97301-4047

Dear Governor Kate Brown:

We are writing on behalf of our community members who have suffered through the coronavirus pandemic for the past year. Our small businesses have been forced to weather this monumental obstacle with very little assistance from the state or federal government. Regardless, our community has adapted a great deal to business and life with ever changing restrictions, closures, and uncertainty.

Our business owners do not have the capital to survive multiple, long periods of shutdowns that keep their doors closed to their valuable customers. While some have been able to take advantage of the small amounts of local, state and federal assistance, it is not nearly enough to survive and keep workers employed. Many of our citizens are turning to state assistance or being forced to travel to find work.

At the same time, large corporations thrived to unprecedented levels as people turned to online and 'big box' retailers that were guaranteed to be open. In 2020, Amazon reported record revenues of over \$386 billion, and Walmart reported an astonishing \$548 billion in revenue. These numbers were made possible by shutdowns across the country that took those dollars away from local business and services. Once again, large corporations' benefit at the expense of small business owners.

We understand the need to act quickly to implement measures that will keep as many Oregonians safe as possible and potential risks that must be weighed in this extraordinary situation. However, we also feel that those measures should be regularly updated with input from all Oregon communities, using sound scientific data, local medical capacity information, the needs and desires of the local community, and a reasonable level of common sense.

In 2020, the Oregon State office of Diversity, Equity, and Inclusion was directed to make Oregon a more equitable place for every Oregonian. One of the core elements of the Equity Framework is to form community-informed policy and partnerships to work with community leaders in decision making processes. We do not currently feel that this element of the framework is being realized. Our community is not currently being heard by our state leadership. We are asking for a seat at the table, a voice for our citizens, and an opportunity to provide input to restrictions that have a profound effect on our rural community.

We would welcome an opportunity to speak about how we might help implement the Diversity, Equity, and Inclusion framework in a way that will amplify voices across the entire state, open our businesses, and maintain a reasonable safety standard for our citizens. We appreciate your consideration of our concerns and look forward to following up with the appropriate state agency.

Sincerely,

Mayor Robert Duncan; On Behalf of the Harrisburg City Council



City of Harrisburg and Historic Downtown

Grand Re-Opening Celebration

Saturday, June 19th, 10:00am to 3:00pm

Smith St. between 2nd and 3rd Streets—In the HUB (Harrisburg United Businesses) of things!


Tri-County Chamber of Commerce Ribbon Cutting and Celebration of the Completion of the Smith St., 2nd St., and Macy St. Improvement Project

The City of Harrisburg would like to hold a Grand Opening Celebration to bring attention to the businesses in the downtown area who have been affected by both a year of COVID, and a street improvement project on top of it all! The proposed date is planned for Saturday, June 19, from 10:00am to 3:00pm.

The street work isn't completely done, but we wanted to draw attention to businesses prior to the 4th of July. Plans are to work with our small businesses in town, with a focus on the Smith St. location which was shut down for some time. Some ideas for what we can do on this day are:

- Sidewalk sale: We invite your business to move out to the sidewalks (a 3' wide area must be maintained at all times for ADA access.) We can also use the street, or parking areas.
- Provide an Open House!
- Specials that the City can advertise for you in the Tribune and on Social Networks. **(Deadline is June 8 to provide me with logo or ad copy! See email below)**
- Retail stores could provide discounts on specific items.
- If you have other ideas....please contact Michele at the City of Harrisburg: 541-995-2200 or email at meldridge@ci.harrisburg.or.us, or drop by City Hall!

Join 'ME' in the Main Street Program/Exploring Downtown.



City of Harrisburg—and Local Business.
Together, We are Strong!