



## City Council Work Session Meeting Minutes February 25, 2020

---

Mayor: Robert Duncan, presiding.  
Council President: Mike Caughey, present.  
Councilors present: Kimberly Downey, Robert Boese (Via Conference Phone until 6:40pm), Adam Keaton, and Charlotte Thomas.  
Absent: Randy Klemm and Youth Advisor Quinton Spencer  
Meeting Location: Harrisburg Municipal Center @354 Smith St.

**The Meeting was called to order by the Mayor at the hour of 6:30pm.**

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

### **THE MATTER OF IMPROVEMENTS TO 5TH STREET AND KESLING FROM 4TH TO 5TH STREET**

- **Downey declared a conflict of interest in this subject and wanted to excuse herself from the conversation. (Councilor Downey lives on 5<sup>th</sup> Street.)**
- Hitt noted that we had gotten a hold of Councilor Boese, who was in Washington, and was willing to attend on the phone, so we would still have a quorum. He had Eldridge do some research on this issue and asked her to relate that.
- Eldridge noted that ORS 244.120 had the methods of handling conflicts with elected officials in relation to a conflict of interest. Section 2(B) states that *'if any public official's vote is necessary to meet a requirement of a minimum number of votes to take official action, be eligible to vote, but not to participate as a public official in any discussion or debate on the issue out of which the actual conflict arises'*. She added that technically, that includes discussion after the vote.
- Scholz explained the project as stated in the agenda. He handed out the bid list, (Please see Addendum No. 1) showing H&J Construction as the low bidder. They have done other projects for us, and the Engineer recommends we accept them for this project. The engineer had estimated a total of \$700,000 for this project; the City is very happy to have these bids be so much lower.
- Thomas asked how the City Engineer had come up with that number?
- Scholz said that the engineer had taken an average of the last projects we've done, fairly recently, so he knew that this was a valid estimate. The funds we have listed as the source of funds are varied due to this project and are more than enough to compensate for it. The street is considered an oil mat, and therefore, is eligible for SDC's to be used.

- Thomas was somewhat worried about all the cost overruns at the school, and the resultant change orders. Does he anticipate having anything like that?
- Scholz told her that our project is much different from the school, but that yes, if something comes up, it could result in a change order. After Caughey remarked about the good experience H&J came up with on Moore St., Scholz related that H&J had fixed the problem with the pressurized sewer line failing from the sewer pump station. They are a great company and know what our standards are.
- Eldridge said that she had a citizen who contacted her prior to the meeting and wanted her to share their question. ***The citizen has asked Council to verify that the homeowners on 5<sup>th</sup> St. will not be responsible for the costs of the project on 5<sup>th</sup> St.***
- Scholz verified that there will be no costs shared with them, because of the SDC's we are allowed to use, and the Water Bond.
- Thomas **motioned to award the contract to H&J Construction, Inc., the lowest bidder as shown on the bid listing in Addendum No. 1. She was seconded by Caughey.**

When Hitt asked if this was a not to exceed amount, Scholz asked the Council if a field change order should come back to them for approval. Mayor Duncan thought that they generally did, but Scholz said that anything \$500 or under shouldn't need to. We could talk about that in the future.

- **The City Council then voted 4-0 in favor of the motion, with Kim Downey not voting due to the conflict of interest.**
- Downey returned to the Council tables to discuss the change order question; she thought there was a limit, like a resolution or something that defined how much it could be before returning to the City Council. We used to have change orders all the time.
- Scholz thought that if a change order was \$25,000 or more, that it should come through the City Council, but anything under that, could be approved by the City Administrator.
- Downey thought she remembered that there was a limit over which they would need to return to Council.
- Scholz that there is one. But if a certain threshold is reached, that you might need to get informal bids. He thought it followed that standard.

**At the hour of 6:40pm, Councilor Boese left the meeting.**

#### **THE MATTER OF CHANGING THE AUTHORIZED SIGNER FOR CLOSING ON THE PURCHASE OF PARK LAND FROM KNIFE RIVER BY ADOPTING RESOLUTION NO. 1228**

- Downey **motioned to Approve Resolution No. 1228, "A RESOLUTION CHANGING THE AUTHORIZED SIGNER FOR CLOSING ON THE PURCHASE OF PARK PROPERTY FROM KNIFE RIVER."** She was **seconded** by Keaton, and the **City Council voted unanimously to approve Resolution No. 1228, and thereby allowing City Administrator John Hitt to be the authorized signer on the Park land purchase from Knife River.**

Mayor Duncan asked about the reclamation process, and Hitt told him they are still on the hook for finishing that. The vast majority of it is completed. It must be re-inspected for three straight years, during which they will verify the trees are still alive, and the pond has adequate bank sloping.

## **THE MATTER OF REVIEWING AND APPROVING UPDATED HARRISBURG FIVE YEAR STRATEGIC PLAN**

**STAFF REPORT:** Hitt noted that the City Council should review the changes we've made to the strategic plan, and he can then return at the next meeting with a resolution to adopt the plan. He started outlining all the changes as shown in the Council agenda, starting with the priorities. (*City Records note only the objectives below were discussed by Council.*)

Objective No. 4: Park land Inventory. Hitt spoke about what he was doing to help with Parks Development. Mayor Duncan stated in the past, that we had talked about the county helping us with that development, and he wondered if anything else had been done or shared on that. Hitt told him no.

Objective's No 5, 6 and 7: In relation to 4<sup>th</sup> Street, Downey asked when the contract was expiring with Burlington Northern? Caughey told her 2022. Downey wanted to make certain that we stay on that issue as it's so important to the City. The rest of Council wanted to make sure that we followed up, especially after Congressional Representative Peter DeFazio was assisting us. Caughey wanted us to be certain to address that before the contract expires. The City Council updated Hitt on that issue, as he thought we could just widen the road on either side. However, Harrisburg, in this case, owns the right-of-way, not the railroad line. Hitt said that he would modify the language.

Thomas asked to back up to Great Neighborhoods, and asked if we could add an objective in relation to fixing some of the issues we have that are preventing new housing developments from coming to Harrisburg. Hitt felt that we already were doing that, with the rewrite of the zoning and subdivision ordinances. He added that when we get that done, Council could revisit whether we needed to amend our Comprehensive Plan and Zone Plan Map. Eldridge added that the City would be working on the marketing plan and will be sending that to developers and contractors to try to bring interest to Harrisburg construction. There are several large properties which have recently sold, which will help to move development of our infrastructure out to the east edge of town, where we have all the UGB expansion area. Thomas asked how difficult it would be to just change the plan, and whether we could swap zones. Hitt told her that rezoning is easier than a Comprehensive Plan Map Amendment, which is a more elaborate process. He felt that the improvements to the zoning and subdivision codes would provide a 65% to 70% improvement on some of those development issues.

Objective 9: Community Awareness to Crime Issues: Mayor Duncan asked if the baseline Hitt was discussing was based on crime, rather than traffic? Hitt told him his goal is to develop a statistical crime reporting baseline. Traffic will be through Coburg, and Crime will be through Linn County. Mayor Duncan asked about the feedback on the Coburg Police, and was told by Hitt that from his perspective, quite well. Eldridge said that they have already had citations. Mayor Duncan knew that they had people thanking them for being there.

III Economic Development; Goal 3: Hitt noted the new goal here and enhancing economic development outreach. We already had some of the most important economic development tools in Oregon, through the Enterprise Zone, and Urban Renewal. He wanted to revisit the Urban Renewal Agency specifically, as that is one of the most important tools that Oregon has to promote economic development.

Objective 17: Investigate and implement new technology and workplace practices, saving time and resources: Hitt said that we will be investigating new software options, and while we have achieved the \$75,000 reduction this year, his goal is to maintain that. Mayor Duncan asked how much we are spending on paper, and Scholz told him about \$170 in copy paper a year. Downey suggested that perhaps we could pick up our own packets to help save on staff time with deliveries. Thomas

said that she would not be there before 5:00 to pick up her packet, and Mayor Duncan typically collects his mail every two weeks. Keaton suggested that we pursue again, picking up pads for Council. He uses his every meeting. They are so cheap now.

Hitt noted that he would return to the next meeting with the revisions to the Strategic Plan as well as the Resolution to adopt it.

## OTHER ITEMS

- Hitt commented had started the process of looking at a different provider for our building permits and inspection services. He had an issue with Linn County with the level of service, which is nothing nasty or severe, it's simply that the County does not have enough staff to handle all the permits and issues they have. He wants to make sure that the City is known as a community that welcomes development. There are also issues for when they return calls and emails as well.
- The City Council discussed this briefly, and some of the issues that the City has dealt with. Thomas had a friend in a different City, who found an issue that an inspector missed, costing them \$25,000. Mayor Duncan said that if we make changes, as a builder, he wanted to make sure that we keep that Harrisburg difference. We are night and day to other communities, and especially Lane County.
- Caughey remarked how he had researched the LOC job board today and was so happy that we have chosen our leader for the next few years. There are now 8 cities that are desperately seeking a City Manager.
- Thomas said that her husband Justin was here at the beginning of the meeting, and wanted to address the Council, but because of how the Mayor phrased the open session section tonight, he didn't think he should say anything. He's the current President of the school board, which had a meeting tonight; he couldn't stay until we discussed the Strategic Plan. He wanted to make sure that we talked about housing development.
- Ginny Ward, who lives on Priceboro road, told the City Council that they allowed them to have a housing hardship permit last July, after a house fire. She and her husband wanted to express their thanks to the City Council and the City of Harrisburg for making this easy for her. They've had nothing but great experiences with staff and Linn County. The permitting was a little tricky, but that wasn't nearly as bad as Eugene and Junction City. She thanked them again for helping.
- Another person in the audience, (Unnamed) said that they hoped that there might be something available (in housing) in town soon, as they would like to move here. They do not even know where to start. Will there be anything changing in the future that can help them move here?
- Mayor Duncan told her that we are working on that. We did complete an urban growth boundary expansion...those are like root canals. That allows for more development. He talked about what the City is doing to change development standards, and by improving our water, improving our streets, and making things better for all our citizens.
- Ginny Ward said that she's been here for just over a year, and this is her favorite place she's ever lived in. She would love to see more growth; she'd tell people to move here!
- Caughey thanked everyone in the audience tonight for attending; we normally only see one person out there, so he appreciates everyone attending.

**With no further business to discuss, the meeting was adjourned at 7:33pm.**

---

**Mayor**

---

**City Recorder**

February 25, 2020

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



**RE: Kesling and South 5<sup>th</sup> Street Improvements Notice of Apparent Low Bidder and Engineer's Recommendation for Award of Contract**

The City received the following bids for the Kesling and South 5<sup>th</sup> Street Improvements project.

1. <u>H&amp;J Construction, Inc.</u>	\$ <u>402,857.50</u>
2. <u>Knife River Corporation</u>	\$ <u>440,819.50</u>
3. <u>Kipco Construction</u>	\$ <u>454,940.00</u>
4. <u>Wildish Construction Co.</u>	\$ <u>459,905.00</u>
5. <u>North Santiam Paving</u>	\$ <u>462,054.50</u>
6. <u>Eugene Sand Construction</u>	\$ <u>530,813.00</u>
7. <u>KSH Construction Co.</u>	\$ <u>599,599.00</u>
8. <u>Willamette Valley Excavating</u>	\$ <u>626,642.31</u>
9. <u>Jesse Rodriguez Construction</u>	\$ <u>774,097.00</u>

I have reviewed all bid packages and found all to be complete and responsive.

I recommend that the contract be awarded to H&J Construction, Inc. in the amount of \$402,857.50.

Sincerely,

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