



City Council Business Meeting Minutes March 09, 2021

Mayor: Robert Duncan, Presiding
Council President: Mike Caughey, Present
Councilors Present: Kimberly Downey, Adam Keaton, and Randy Klemm
Councilors Absent: Charlotte Thomas and Robert Boese
Staff Present: City Administrator Michele Eldridge, Utility Billing Supervisor Lori Ross, and Public Works Director Chuck Scholz
Meeting Location: Harrisburg Municipal Center located at 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 for items on the agenda.

THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO

LCSO REPORT: Lieutenant Brandon Fountain reviewed the last report on the month of February.

THE MATTER OF ADOPTING RESOLUTION NO. 1251 - TRANSFERRING FUNDS FROM CONTINGENCY TO PROFESSIONAL SERVICES AND GOVERNMENT SERVICES IN THE GENERAL FUND

STAFF REPORT: Eldridge reviewed Resolution No. 1251 that was discussed during the last Council Workshop held February 23, 2021.

- Klemm motioned for the City of Harrisburg to adopt Resolution No. 1251, "A Resolution authorizing the transfer of funds from contingency to contracted services and government services in the general fund." She was seconded by Caughey. The City Council voted unanimously to adopt Resolution No. 1251, "A Resolution authorizing the transfer of funds from contingency to contracted services and government services in the general fund."

THE MATTER OF APPROVING THE ADOPTION OF THE 2021-2026 STRATEGIC PLAN REPORT

STAFF REPORT: Eldridge discussed the Final Draft of the 2021-2026 Strategic Plan.

- Keaton **motioned to approve the 2021-2026 Strategic Plan. He was seconded by Klemm, and the City Council voted unanimously to approve the 2021-2026 Strategic Plan.**

THE MATTER OF DISCUSSING AND APPROVING AN INDEPENDENT CONTRACTOR AGREEMENT WITH FORMER CITY ADMINISTRATOR JOHN HITT AND APPROVING/DENYING A PAYMENT OF PTO FROM HIS LEAVE BANK

STAFF REPORT: Eldridge discussed the Independent Contractor Agreement with John Hitt. She reiterated that completing the comprehensive re-write and review of the Harrisburg Zoning and Subdivision Ordinance has been a goal on the Strategic Plan since 2015. Having someone who can prioritize and complete this project quickly will help the City Council meet this goal. She stated that \$3000 is the maximum charge as Hitt will only bill us for time worked. Per the contract the maximum allowed on airfare is \$150 and \$50 per diem is included in the cap. There is \$17,000 left in Administration work wages for this fiscal year's budget. Eldridge also discussed if Council would allow Former City Administrator John Hitt to use a portion of his PTO in the amount of \$1,938.56.

- Klemm asked how long the project will take to complete. Eldridge stated that the set timeline is for December 2021.
- Keaton asked where the \$3000 max figure came from. Eldridge replied that it reflects 40 hours per month and a rate of \$75 per hour.
- Caughey **motioned to approve the Independent Contractor Agreement between the City of Harrisburg and John Hitt. He was seconded by Downey, and the City Council voted unanimously to approve the Independent Contractor Agreement between the City of Harrisburg and John Hitt.**
- Eldridge noted that Hitt has 140 hours of Paid time off (PTO) left that he did not use, mostly due to COVID. Hitt has stated that he is okay with the City Council's decision either way.
- Caughey asked if there were PERS involved. Eldridge replied that they were not.
- Downey wants to make sure he gets the PTO since he did not get to see his wife.
- Caughey **motioned to approve the request to pay \$1938.56 in PTO from John Hitt's leave bank. He was seconded by Downey, and the City Council voted unanimously to approve the request to pay \$1938.56 in PTO from John Hitt's leave bank.**

THE MATTER OF APPROVING THE CONSENT LIST

Downey **motioned to approve the Consent List and was seconded by Klemm. The City Council voted unanimously to approve the Consent list. The items approved by this action were as follows:**

- **The City Council Minutes for January 26, 2021**
- **The Payment Approval Report for February 2021**
- **The update of the Key Bank Depository Certificate**
- **The request for Out of State Travel for Cathy Nelson in May 2021**

CITY ADMINISTRATOR VERBAL REPORT

1. 2020 OPRD (Oregon Parks and Recreation Dept.) Grant. The City of Harrisburg received a \$40,000 OPRD grant. She will use the money to hire a consultant to review the parks masterplan including the 2016 100-acre park study. She would like to hold two public meetings to get the public interest. The Parks SDC's fund has reserved \$30,000 and the Bike Fund has \$41,000 to help fund

the easement from the 100-acre park to 6th Street. Keaton stated that he was glad to see movement.

2. 6th Place Water Line Replacement. Scholtz noted that 6th and Territorial to Riley was mostly completed. It was discovered when tying in the line, that the water line was made from irrigation pipe for four homes on 6th Place. He is getting a price to replace from 6th Street all the way to those four homes.

- Klemm stated he was concerned with access to the cul-de-sac. Scholz stated that you will be able to access it. It will only be without service for a couple of hours for only one day. It will take less than two weeks to complete.
- Klemm asked about installing gas lines while replacing water lines. Scholz replied that is only done when replacing the road. They will only be cutting portions and then replacing them.

3. Miscellaneous. Scholz gave updates on Public Works projects.

- a) Finished up the tap today to connect the sewer line. Should be finished within a week then they would abandon their sewer.
- b) The 6th Street water line is done. 7th Street and Territorial Street is done. Smith Street downtown is on track for completion at the end of May. He told the contractor that no request for delays will be accepted. Klemm asked about the green pipe sticking out by Key Bank. Scholz said it was a valve cover and will be removed.
- c) The 2-4" pressure water lines under track are out to bid next week. They will be available at the next City Council meeting. Pressure trailers and equipment will be pre-purchased to save money. Procurement for generator filters is being sent to more than one person. The generators have specification preference the same as MLS-TP Fillers. He has requested three locations in NW that has installed them and where they are currently in use for review. He will take a road trip and speak with the operators and report findings to City Council. He is 60% finished on the treatment plans. They are not as far on electric as he wants to be. It will go out to bid in June, or mid-summer at the latest.
- d) One of the Public Works employees passed his WWT level one.
- e) Regarding the TMDL Storm permit, he received by certified mail address to City Council an EPA/DEQ violation letter indicating the City of Harrisburg has 18 months to incorporate requirements into master plan by September 2022. We need an additional plan for mercury, which is airborne, that is caused by construction. He will develop a storm HMC and build a plan off that. He is not sure of the overall cost currently. There will be lots of staff time involved. The cost will be paid for from the storm water fund.
 - Klemm asked what they wanted us to do. Scholz replied that they want us to take samples and update our code. Klemm asked if this will impact our current developers. Scholz did not think it would be any different for them than it is currently. Current City TMDL has requirements for mercury.
 - Duncan stated that he thought citizens are pretty good about what goes down the storm drains. Scholz added that there would be lots of public outreach in the plan. The Plan addresses storm water generated inside the City of Harrisburg and inlets and outlets from outside contributors. Duncan asked if farmers were included. Scholz affirmed that they were. EPA/DEQ wants tracking for storm water before discharge to river.
 - Klemm asked what the estimated cost would be. Scholz stated it would be like the Wastewater Treatment Plant. Storm water has 10x the flow, so it would need to be a big plant. Klemm asked if this was something planned for down

the line. Scholz replied that it would be 25-50 years down the line. He likes the smaller treatment strategy on outfall of pipes versus one location. The penalty is given for each day the violation continues past the compliance date. Scholz will rewrite our plan to meet requirements and show matrix options to the City Council at the new work session. They can decide which one they want, and he will submit the first proposal to DEQ for approval.

4. TGM (Transportation Growth Management) Grant pre-application is due March 31, 2021.

OTHER ITEMS.

- Eldridge reported that our AT&T Franchise Agreement is up for renewal in September 2021.
- Eldridge noted that the Library Board meeting is Thursday. The Board will present a fine free proposal to City Council at the next work session. Their minutes are in the agenda packet.
 - Duncan asked if we already do this. Eldridge replied that they did in 2019. Keaton pointed out that they used a Colorado study for comparison.
- Eldridge notified Council that the Butterfly Garden, an age 65+ park, will be submitted this week.
- Caughey stated that he would like to see more publicity on Facebook and the website of city accomplishments. He is also concerned about the ODOT sign in the other side of the bridge. He asked if the City had had information. Scholz will look into it and give the information to Eldridge. Eldridge asked if the project was short term and only at night. Scholz replied that he thought it was for both.
- Caughey asked about fireworks. Eldridge said that nothing was confirmed yet. HFEA has been meeting and they are optimistic. She called ODOT regarding the permit and was told to follow the Governor's orders. She has not received the permit. Caughey said that he hates to see it canceled. Duncan asked if Council could see a couple different parade routes, so they do not have to close the highway. Scholz said that 7th/Smith and 6th/Smith limited vehicle length. We would need a permit still, issued by him.
- Klemm discussed COVID vaccine and infections very briefly.

ADJOURN: At the hour of 7:48pm; the meeting adjourned with no further business.

Mayor

City Recorder