



City Council Work Session Minutes June 28, 2022

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

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan at the hour of 6:29pm

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

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

STAFF REPORT: Sergeant Frambes reviewed the LCSO City Report for the month of May. He stated there was lots of traffic this month and only one property crime involving an unlocked vehicle. Most of the arrest were from served warrants which was a result of more traffic enforcement. Sergeant Frambes commented that LCSO spent a lot of time this month at the ponds (132 Acre-Park) where they made five arrests for outstanding warrants and cited a felon in possession of a weapon. They have had issues with visitors hitting golf balls into the ponds, camping and vehicles being driven off the road into the overgrown vegetation. He noted, the issues they are having, are coming from non-residents from outlying areas. Sergeant Frambes is concerned about the fire danger and the ability for LCSO and the fire department to access the property in a timely manner with the current conditions of the road.

- Eldridge added that the City has ordered some new signage for the park including no camping and no campfires allowed. She has also spoken with Arel Farms about closing off their access to the park.
- Caughey asked Sergeant Frambes if he has spoken with Fire Chief, Bart Griffith. Sergeant Frambes responded that Chief Griffith thinks it would help if the City could keep up on the vegetation and add rock that's graded outside of the roadway to create a barrier.

- Sergeant Frambes stated that he would keep in contact with Eldridge regarding his concerns.
- Downey reminded everyone about the next Crime Forum meeting on July 20th at 6:30pm.

A PUBLIC HEARING WAS OPENED AT 6:41PM IN ORDER TO GIVE THE PUBLIC AN OPPORTUNITY TO COMMENT ON THE CITY USE OF STATE REVENUE SHARING FUNDS. NO CITIZENS PROVIDED TESTIMONY, AND THE PUBLIC HEARING WAS CLOSED AT 6:42PM

THE MATTER OF APPROVING STATE REVENUE SHARING RESOLUTIONS, AND HOLDING A PUBLIC HEARING GIVING CITIZENS OPPORTUNITY TO COMMENT ON THE USE OF STATE REVENUE SHARING FUNDS

STAFF REPORT: Nelson stated this Resolution must be adopted yearly in order to receive State Revenues including Cigarette Tax, Liquor Tax and 911 Tax.

- Downey asked if there were any changes and Nelson replied not since the last budget.
 - Caughey **motioned to approve Resolution No. 1264, "A RESOLUTION CERTIFYING THE CITY OF HARRISBURG ELIGIBLE TO RECEIVE STATE REVENUE SHARING MONEY IN FY 2022-2023"** and **motioned to approve Resolution No. 1265, "A RESOLUTION DECLARING THE CITY OF HARRISBURG'S ELECTION TO RECEIVE STATE REVENUES IN FY 2022-2023"** and was **seconded by Downey. The City Council then voted unanimously to approve Resolution No. 1264 and Resolution No. 1265.**

THE MATTER OF APPROVING THE CITY BUDGET FOR FISCAL YEAR 2022-23 BY APPROVING RESOLUTIONS TO INCREASE WATER RATES (RESOLUTION NO. 1266), SEWER RATES (RESOLUTION NO. 1267), STORM DRAINAGE RATES (RESOLUTION NO. 1268) AND TO ADOPT BUDGET APPROPRIATIONS FOR FY 2022-2023 BY APPROVING RESOLUTION NO. 1269

STAFF REPORT: Nelson stated this is the same budget the Budget Committee approved, except for the recent grants received by the Library and noted the increase of \$17,300 on page 86-87 in Library Programs. Nelson stated that the resolutions will be approving a 2% increase in utilities this fiscal year as Council recommended.

- Mayor Duncan commented that he is pleased with how the storm fund is working.
 - Downey **moved to adopt the Approved FY 2022-2023 City Budget and to approve the following Resolutions:**
 - **Resolution No. 1266, "A RESOLUTION ESTABLISHING WATER RATES FOR USERS OF THE HARRISBURG MUNICIPAL WATER SYSTEM, REPEALING RESOLUTION NO. 1221, AMENDING RESOLUTION NO. 578, SECTION 5, AND ESTABLISHING AN EFFECTIVE DATE"**
 - **Resolution No. 1267, "A RESOLUTION ESTABLISHING SEWER RATES FOR USERS OF THE HARRISBURG MUNICIPAL SEWER SYSTEM, REPEALING RESOLUTION NO. 1216, AMENDING RESOLUTION NO. 579, AND ESTABLISHING AN EFFECTIVE DATE"**
 - **Resolution No. 1268, "A RESOLUTION ESTABLISHING STORM DRAINAGE RATES FOR USERS OF THE HARRISBURG MUNICIPAL**

STORM DRAINAGE SYSTEM, REPEALING RESOLUTION NO. 1195, AND ESTABLISHING AN EFFECTIVE DATE”

- **Resolution No. 1269, “A RESOLUTION MAKING APPROPRIATIONS FOR THE CITY OF HARRISBURG, OREGON FOR THE FISCAL YEAR 2022-2023”**

She was seconded by Keaton. The City County then voted unanimously to approve Resolution No. 1266, Resolution No. 1267, Resolution No. 1268, and Resolution No. 1269, and thereby adopting the FY 2022-2023 City Budget.

THE MATTER OF APPROVING ORDINANCE NO.984, “AN ORDINANCE OF THE CITY OF HARRISBURG DECLARING A BAN ON PSILOCYBIN PRODUCT MANUFACTURING, PSILOCYBIN SERVICE CENTERS; REFERRING ORDINANCE AND DECLARING AN EMERGENCY”, AND RESOLUTION NO. 1270, “A RESOLUTION REFERRING TO THE ELECTORS OF HARRISBURG AN ORDINANCE BANNING PSILOCYBIN MANUFACTURING SITES, AND PSILOCYBIN SERVICE CENTERS WITHIN THE CITY.”

STAFF REPORT: Eldridge commented that since our voters were 63% against Measure No. 109, the City Council thought it should be brought before the voters to decide about Psilocybin manufacturing or distribution centers inside the City limits. She pointed out the Ordinance on page 97 that the City Attorney prepared. It also includes the Resolution and the Explanatory Statement. She stated that it is declared an emergency due to the August 19th deadline for the Linn County Elections.

- **Keaton motioned to approve Ordinance No. 984, “AN ORDINANCE OF THE CITY OF HARRISBURG DECLARING A BAN ON PSILOCYBIN PRODUCTS MANUFACTURING, PSILOCYBIN SERVICE CENTERS, REFERRING ORDINANCE AND DECLARING AN EMERGENCY”, and Resolution No. 1270, “A RESOLUTION REFERRING TO THE ELECTORS OF THE CITY OF HARRISBURG AN ORDINANCE BANNING PSILOCYBIN MANUFACTURING SITES, AND PSILOCYBIN SERVICE CENTERS WITHIN THE CITY” and was seconded by Downey. The City Council then voted unanimously to approve Ordinance No. 984 and Resolution No. 1270.**

THE MATTER OF REVIEWING THE HARRISBURG PARKS SYSTEM PLAN UPDATE AND LEVEL OF SERVICE (LOS) STANDARD

STAFF REPORT: Eldridge introduced Colin McArthur and Kelsey Zlevor with Cameron McCarthy. McArthur stated that tonight’s meeting is to review levels of service, options and to determine if we are going to adopt the goals defined at the last session. He stated they are expecting to bring this back to another work session in July for the Capital Improvement Plan (CIP) and an adoption session in August where we will see the entire plan.

Zlevor reviewed the process so far with the Parks Master Plan. (Please note, Zlevor did have a power point presentation to provide tonight, but due to technical difficulties, she was not able to present it.) She commented that between all public outreach, they were able to speak with more than 100 citizens. Some of the key findings were to prioritize funding, improve access to parks, investing in play and recreational activities, the 132 Acre-Park and gathering spaces.

McArthur commented on the importance of Level of Service (LOS) as it provides a policy basis for Cities to apply parkland dedication in Subdivisions. Currently the City doesn’t have this standard, and they are recommending that the City consider adopting a standard in the Parks Master Plan and they have provided several options. He reviewed the park LOS and began with table (1);

Residents Per Park on page 113. He stated that Harrisburg is in good shape with 456 residents per park including the Museum and Tadpole Park.

On table (2); Residents Per Park Projection, they expect that Harrisburg will need to obtain three parks in the next 20 years. They did include Tadpole Park and 3.5 acres of the 132 Acre-Park, as they will be developed. With those numbers included, Harrisburg has a LOS Standard of 10.38 acres per 1,000 residents which puts us in range compared to other communities. They would recommend adopting a LOS Standard at a minimum of maintaining what we have over the next 20 years.

Zlevor stated that she did update the goals from the last meeting, and she would be sending them to Eldridge to distribute to Council and asked that if anyone had any questions, to please reach out to her.

- Caughey asked how City's our size acquire park land? McArthur replied that commonly it is through land use tools and certain thresholds that require park development. Another tool is to identify underserved areas, acquisitions areas, or to outright purchase.
- Caughey asked what the downside is for a having too high of a number for acres per park and McArthur answered that you would never achieve that goal.
- Downey is concerned with the amount of maintenance involved with parks. McArthur replied that as our parks grow, they would be able to provide some funding strategies to maintain those parks as part of the plan. Zlevor commented that community involvement is always an option moving forward.
- Mayor Duncan asked about the County and where the City is with possibly partnering with them? Eldridge said she would need to get in touch with them.
- Eldridge commented that she liked option number two, on page 110.
- Keaton asked about the 3.5 acres of 132 Acre-Park, and McArthur described the area as being close to the Urban Growth Boundary (UBG) and is a walkable area. Eldridge commented that we will be annexing that portion of the park into the City soon.
- McArthur confirmed the consensus as option (2) and Eldridge agreed. Council moved on to the next item; naming of the 132 Acre-Park.

THE MATTER OF ASSIGNING A NAME TO THE 132-ACRE PARK

STAFF REPORT: Eldridge referred to Exhibit A showing the results of the survey's for naming 132 Acre Park. Kelsey Zlevor, with Cameron McCarthy, stated that the results are from a combination of the survey and the Community Open House Event with the majority voting for Eagle Park.

- Downey and Boese commented that they like Eagle Park with the Eagle being our mascot. Keaton liked Eagle Park as well.
- Mayor likes Eagle Park, but he would like to honor the Morse Family by making some sort of contribution or dedication to the family.
- Diane Alton, resident, asked about combining the name to include the name Morse and Eagle Park. Mayor Duncan replied we could consider that but feels a dedication plaque would be best.
- Caughey likes Eagle Park because the residents voted for it and the possibility of seeing eagles at the park.
- Downey feels the Morse Family wouldn't want their name on the park but dedicating the park would be fine.
 - **Downey motioned to assign the name of "Eagle Park" to the undeveloped 132 Acre Park and was seconded by Keaton. The City Council then voted unanimously to assign the name of "Eagle Park" to the 132 Acre Park.**

After the motion, Colin McArthur, with Cameron McCarthy, stated he would put a recommendation about the plaque in the Master Plan.

THE MATTER OF APPROVING AN IGA WITH THE CITY OF COBURG FOR LAW ENFORCEMENT SERVICES

STAFF REPORT: Eldridge stated the City of Coburg has already approved the agreement which includes 10 hours more per month, including 10 hours for crime prevention or code enforcement.

- Keaton asked if anything has changed, and Eldridge responded no.
- Caughey **motioned to approve the IGA with the City of Coburg for Law Enforcement Services for July 1, 2022, to June 30, 2024, and was seconded by Downey. The City Council then voted unanimously to approve the IGA with the City of Coburg for Law Enforcement Services.**

THE MATTER OF APPROVING AN ADDENDUM TO THE CURRENT CONTRACT WITH BREWER & COULOMBE, PC, ATTORNEYS AT LAW, FORMERLY KNOWN AS FEWEL, BREWER & COULOMBE

STAFF REPORT: Eldridge stated it has been eight years since the City Attorney has asked for a rate increase. She feels they are still a bargain compared to other legal teams and they share a lot of the same values with the City. Downey and Caughey agreed.

- Keaton **motioned to approve the increase in legal rates for City Attorney Firm, Brewer & Coulombe, PC as shown in Exhibit B, effective on July 1, 2022, and was seconded by Downey. The City Council then voted unanimously to approve the increase in legal rates for City Attorney Firm, Brewer & Coulombe, PC.**

THE MATTER OF APPROVING THE 3RD QUARTER 2021/2022 EXPENSE REPORT

STAFF REPORT: Nelson stated that we are 75% through the budget at this point and the City is in good shape especially on revenue. She noted the interest revenue rate is up to 1.15% now. Keaton asked how that will affect next year's budget and Nelson replied that she budgeted for .65% so we will have more funds and be in better shape next year. Nelson commented also on the street fund being \$100,000 in the red which is due to the City not receiving a grant they applied for that was factored in.

- Keaton **motioned to approve the 3rd Quarter 2021/2022 Expense Report and was seconded by Caughey. The City Council then voted unanimously to approve the 3rd Quarter 2021/2022 Expense Report.**

THE MATTER OF APPROVING THE INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE LINN COUNTY SHERIFF'S OFFICE (LCSO) FOR LAW ENFORCEMENT SERVICES FOR JULY 1, 2022, TO JUNE 30, 2025

STAFF REPORT: Eldridge stated the cost of the contract at \$261,700 is what we had budgeted for. This rate includes a 5% increase, even though LCSO staff received an 8% COLI increase this year. She noted this contract is for another three years and includes a provision stating that if they are not able to fulfill their hours, they have two months to make up the hours, or the City has the option to pay an hourly rate instead of the contracted amount.

- Boese **motioned to approve the IGA with the Linn County Sheriff Office for Law Enforcement Services for July 1, 2022, to June 30, 2025, and was seconded by Downey.**

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After the motion, Caughey asked Eldridge if the City Attorney had an opportunity to review the contract. Eldridge replied they have not but it's the same contract as previously, except for page 7 of the agenda, item 6. Caughey had a concern with page 5, item 4 (ii) and would like to know that the attorney doesn't feel that one isn't going to conflict with the other as they are addressing the same subject. Caughey stated if the City Attorney likes it, then he is okay with it.

- Caughey **motioned to make an amendment to the motion on contingent of City Attorney approval and was seconded by Keaton. The City Council voted unanimously on the amendment to the motion.**
- **The City Council then voted unanimously to approve the IGA with the Linn County Sheriff Office for Law Enforcement Services for July 1, 2022, to June 30, 2025.**

CITY ADMINISTRATORS VERBAL REPORT

1. **Full Scale HazMat Exercise:** Eldridge commented that the exercise relocated herself and Fire Chief Bart Griffith to the Church parking lot on Peoria RD which made it difficult to hear what was going on. She asked Council how they felt the information they received on social media was and Mayor Duncan commented he had a hard time reading the information due to size of the screen. Eldridge replied that because it was a training exercise, they didn't get the media as they would in an actual emergency.
 - Mayor Duncan commented that he really liked the City-wide text and would like to see encouragement for residents to sign up.
 - Eldridge stated it was a very good exercise and there are some things that we need to work on in the future.
 - Mayor commented that both Scholz and the Public Works Crew did an amazing job.
 - Resident, Heather Keaton, asked if the school had to shelter in place and Eldridge replied that some of the school did and they also had to shut down their HVAC system.
2. **4th of July:** Eldridge informed Council that the funeral for Paul Kraft will be held on Saturday. Sunday will be the 5K run, the Fire Department Breakfast, a coloring contest at BN Park and a carhop at the 99 Grill in honor of Jack McClure.
3. **Sommerville Avenue:** Eldridge asked for some guidance with this street. She stated this industrial property is on the west side of 6th Street and there are two potential parcels and a dedicated street in the middle. If someone comes in and develops it, they are required to install the street. She has had people approach her with interest in developing a portion of the available lots and she would like to know if Council wants to entertain not requiring them to develop the street since it's only a part of the available lots.
 - Mayor Duncan asked if she was asking about a waiver of remonstrance? Eldridge replies, yes, there would have to be a waiver of remonstrance.
 - Eldridge asked how Council felt about not requiring improvements on certain developments or if they felt that anyone who comes in would have to make those improvements.
 - Downey asked how they would access it? Eldridge responded they don't need a street to access it, if they have a driveway off of S 6th St.
 - Caughey asked if they were only purchasing pieces of the parcel and Eldridge responded that she has only had inquiries about the property. She is thinking hypothetically and is looking for guidance.

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- Mayor Duncan and Downey thought it could become a loophole and another person could get stuck with the cost. Mayor Duncan comment this is part of the system, and we need to be fair. Boese commented that he hates to push people away and wants to see development and would entertain to have them come before Council to hear them out.
- Mayor Duncan suggested bringing this back to another meeting. Eldridge stated she would put something out on the list server asking other Cities what they do. She would also converse with John Hitt and the City Attorney Office.

ADJOURN: With no further discussion, the City Council Work Session adjourned at the hour of 8:21pm

MAYOR

CITY RECORDER