

Harrisburg City Council Business Meeting Agenda  
November 12, 2019  
6:30 PM

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Mayor: Robert Duncan  
Council President: Mike Caughey  
Councilors: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm,  
Charlotte Thomas and Youth Advisor Quinton Sheridan  
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

**PUBLIC NOTICES:**

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *All matters on the Consent Agenda are considered routine and will be enacted by one motion. Any member of the public can request that a matter be removed from the Consent Agenda for discussion. It will then be discussed under the "Other" part of the meeting schedule.*
4. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
5. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
6. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
7. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** (Please limit presentation to two minutes per issue.)

**RESOLUTIONS**

- 1. THE MATTER OF APPROVING RESOLUTION NO. 1222 WHICH WILL ALLOW A FEE INCREASE OF 2.4%, EFFECTIVE JAN 1, 2020, AND COMMITS REPUBLIC SERVICES TO PAYING THE CITY A FRANCHISE FEE OF 7% LEVIED ON GROSS COLLECTION REVENUES REALIZED BY REPUBLIC WITHIN HARRISBURG CITY LIMITS.**

**STAFF REPORT:**

Exhibit A: August 23, 2019 Letter from Julie Jackson – Republic Services

Exhibit B: New Rate Schedule

Exhibit C: Resolution No. 1222

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1222, “A RESOLUTION APPROVING A 2.4% RATE INCREASE FOR SOLID WASTE MANAGEMENT SERVICES PROVIDED BY REPUBLIC SERVICES AND ESTABLISHING AN EFFECTIVE DATE”.**

- 2. THE MATTER OF APPROVING RESOLUTION NO. 1223, AND AMENDING THE CITY OF HARRISBURG STANDARD FEE SCHEDULE AS IT PERTAINS TO LAND USE APPLICATIONS (HMC 18.125.110)**

**STAFF REPORT:**

Exhibit A: Existing Land Use Fee Schedule (Res 1220)

Exhibit B: Resolution No. 1223

Exhibit C: Land Use Fees for Area Cities

**ACTION: Motion to APPROVE RESOLUTION NO. 1223, “A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE AND SETTING AN EFFECTIVE DATE”.**

**NEW BUSINESS**

- 3. THE MATTER OF ADOPTING AN IGA BETWEEN VARIOUS MUNICIPAL CORPORATIONS**

**STAFF REPORT:**

Exhibit A: DRAFT IGA

**ACTION:** MOTION TO APPROVE THE INTERGOVERNMENTAL AGREEMENT BETWEEN VARIOUS MUNICIPAL CORPORATIONS OF THE STATE OF OREGON.

**4. THE MATTER OF REVIEWING A PERMIT FOR THE 2019 LIGHT PARADE**

**STAFF REPORT:**

Exhibit A: HARRISBURG PARADE PERMIT APPLICATION

**ACTION:** MOTION TO APPROVE THE 2019 LIGHT PARADE PERMIT, SUBJECT TO THE CONDITIONS OF APPROVAL.

**5. THE MATTER OF REVIEWING THE 1st QUARTER FY 2019-2020 FINANCIAL REPORT DOCUMENT.**

**STAFF REPORT:**

Exhibit A: 1st Quarter Financial Report

**ACTION: I MOVE TO APPROVE THE 1ST QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2019-2020.**

**6. THE MATTER OF APPROVING THE CONSENT LIST**

**CONSENT LIST:** Consent list materials are included in the Council Packet. Approval of items on the consent list will be enacted in one motion. Any member of the public, or City Council, can ask for an item to be removed from the consent list for discussion during the 'Other' segment.

**STAFF REPORT:**

Exhibit A: The matter of Approving the Amendment to the OCWCOG/City of Harrisburg IGA to Reflect the Changes to IT Service Rates.

Exhibit B: The matter of Approving the OCWCOG/City of Harrisburg City Administrator Recruitment IGA Amendment.

Exhibit C: Payment Approval Report for September 2019

Exhibit D: Payment Approval Report for October 2019

Exhibit E: City Council Minutes for August 13, 2019

Exhibit F: City Council Minutes for August 27, 2019

Exhibit G: Personnel Committee Minutes for August 8, 2019

Exhibit H: Personnel Committee Minutes for August 12, 2019

Exhibit I: Personnel Committee Minutes for October 21, 2019

**ACTION:** MOTION TO APPROVE THE CONSENT LIST.  
The action of Adopting the Consent List will approve the following:

1. The Approval of the Amendment to the IGA for IT Services with OCWCOG.
  2. The Approval of the Amendment to the IGA for the City Administrator Recruitment with OCWCOG.
  3. The payment approval report for both September and October 2019.
  4. The City Council Minutes for August 13 and August 27, 2019.
7. **CITY ADMINISTRATOR REPORT:** The City Administrator will provide an oral report in relation to the following subjects:
- Water Bond Projects
  - Smith St./RRFB Crossing on 3<sup>rd</sup> St. (Status of Approved Street Projects)
  - Sewer Line Extension on LaSalle St.
  - Coburg/Harrisburg IGA Status
  - Status of LCSO Contract
  - Interim City Administrator Work Schedule
  - Miscellaneous

**OTHER ITEMS**

**ADJOURN**



Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

1.

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**THE MATTER OF APPROVING RESOLUTION NO. 1222 WHICH WILL ALLOW A FEE INCREASE OF 2.4%, EFFECTIVE JAN 1, 2020, AND COMMITS REPUBLIC SERVICES TO PAYING THE CITY A FRANCHISE FEE OF 7% LEVIED ON GROSS COLLECTION REVENUES REALIZED BY REPUBLIC WITHIN HARRISBURG CITY LIMITS.**

**STAFF REPORT:**

Exhibit A: August 23, 2019 Letter from Julie Jackson – Republic Services

Exhibit B: New Rate Schedule

Exhibit C: Resolution No. 1222

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1222, “A RESOLUTION APPROVING A 2.4% RATE INCREASE FOR SOLID WASTE MANAGEMENT SERVICES PROVIDED BY REPUBLIC SERVICES AND ESTABLISHING AN EFFECTIVE DATE”.**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	Yes	General Fund Revenue

**STAFF RECOMMENDATION:**

**Staff recommends approval of Resolution No. 1222.**

**BACKGROUND INFORMATION:**

The fee increase proposed by Republic Services was discussed at the October 22, City Council work session. Solid waste collection fees were compared with other area cities and were found to be about 7% below average. In addition, the rate change calculation used by Republic was determined to be reasonable and consistent with other localities.

A larger version of the rate schedule has been included in the Council Agenda packets sent to the City Council.

**MOTION (If necessary):**

*I move to approve Resolution No. 1222, “A RESOLUTION APPROVING A 2.4% RATE INCREASE FOR SOLID WASTE MANAGEMENT SERVICES PROVIDED BY REPUBLIC SERVICES AND ESTABLISHING AN EFFECTIVE DATE”.*

1.

REVIEW AND APPROVAL:

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John Hitt  
Interim City Administrator

Date



August 23, 2019

Harrisburg Mayor  
Harrisburg City Council  
Harrisburg City Staff

This report provides information necessary to calculate the Refuse Rate Index effective January 1, 2020. This calculation is based on the Consumer Price Index, fuel pricing and disposal cost. Based on these factors, the increase for 2020 will be calculated at 2.4%, or an average of 59¢ per residential account per month.

In addition, you will find current information on recycling. We are not requesting additional rates for recycling but want to make sure the City has the most up to date information as the recycling industry continues to evolve locally and around the world.

We are proud to partner with the City of Harrisburg and appreciate your comments and suggestions as you review this document. Feel free to contact me with questions.

Best Regards,

A handwritten signature in blue ink, appearing to read "Julie Jackson".

Julie Jackson  
Municipal Relations Manager  
Republic Services  
541-286-3313

Rate Effective 1/1/20

[illegible]

Supplemental Service Fees	
Commercial Delivery	\$30.00
Commercial Exchange-EXC	\$47.89
Commercial Dry Run-DRY	\$84.45
Commercial Extra Dry-EXT	See EXT Rates
Commercial Extra Variable-EXY	\$24.79
Commercial Recycle-REL	NA
Commercial Removal	NA
Industrial Delivery	\$54.16
Industrial Exchange-EXC	HOURLY
Industrial Dry Run-DRY	\$54.01
Industrial Relocate-REL	\$54.16
Industrial Removal	\$54.01
Residential Delivery	\$30.00
Residential Removal	NA

Fees	
Lab Fee	1.5% or 5.00 Min
Returned Check Fee	\$25.00
Service Interrupt Fee	\$30.00
Account Origination Fee	\$10.00
Commercial Container Recovery Fee	\$480.00
Industrial Container Recovery Fee	\$4,000.00
Bin Replacement	\$15.00
\$20/35 Cart Recovery/Replacement	\$75.00
65/85 GRC Cart Recovery/Replacement	\$75.00
300, Yc Cart Recovery/Replacement	\$75.00
Monthly Recycle Processing Surcharge	\$2.00

[illegible][illegible]

Commercial Computers					
Step	1/week	2/week	3/week	4/week	5/week
2 yd	\$393.58	\$746.11	\$1,085.40	\$1,476.15	\$1,852.78
3 yd	\$478.86	\$806.35	\$1,332.51	\$1,761.88	\$2,186.82
4 yd	\$506.16	\$1,154.45	\$1,703.42	\$2,187.83	\$2,768.88
5 yd	NA	NA	NA	NA	NA
8 yd	\$887.86	\$1,655.46	\$2,446.53	\$3,241.88	\$4,038.98
8 yd	NA	NA	NA	NA	NA

Commercial On Call Containers/EXT Rates		
Size	Dry Ice Fee	Rent
4 yd	\$381.39	\$29.88
6 yd	\$444.84	\$52.72
8 yd	\$564.07	\$36.52
8 yd	\$583.38	NA
4 yd	\$84.28	\$4 - 27
6 yd	\$125.82	\$44.27
8 yd	NA	NA

Commercial Containers	
Size	Rate
4 yd	\$241.76
6 yd	NA
8 yd	NA

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Size	Rate
4 yd	\$241.76
6 yd	NA
8 yd	NA

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Size	Rate
4 yd	\$241.76
6 yd	NA
8 yd	NA

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Size	Rate
4 yd	\$241.76
6 yd	NA
8 yd	NA

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Size	Rate
4 yd	\$241.76
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Size	Rate
4 yd	\$241.76
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8 yd	NA

Commercial Containers	
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4 yd	\$241.76
6 yd	NA
8 yd	NA

Commercial Containers	
Size	Rate
4 yd	\$241.76
6 yd	NA
8 yd	NA

Commercial Containers	
Size	Rate
4 yd	\$241.76
6 yd	NA
8 yd	NA

Industrial
Prepayment 0-30yd
Prepayment 40yd
10yd Haul
20yd Haul
30yd Haul
40yd Haul
10yd Compactor Haul
20yd Compactor Haul
30yd Compactor Haul
40yd Compactor Haul
Asbestos Haul

	Rate	Estimated Per Day
Temp Rental Per Day		\$227.50
Temp Industrial Rent Per Month		\$725.00
Penn Industrial Rent Per Month		\$125.00
Penn Industrial Rent Per Month 10yd RE (added)		\$145.72
Penn Industrial Rent Per Month 30yd RE (added)		\$145.72
Penn Industrial Rent Per Month 50yd RE (added)		\$145.72
Penn Industrial Rent Per Month 40yd RE (added)		\$162.03
Penn Industrial Rent Per Month 10yd RE (added) not craned		\$75.28
Penn Industrial Rent Per Month 30yd RE (added) not craned		\$175.28
Penn Industrial Rent Per Month 50yd RE (added) not craned		\$175.28
Penn Industrial Rent Per Month 40yd RE (added) not craned		\$187.80

Disposal	Pass through
Trash - 10¢/ton	\$48.00
YWM Wood - 2¢/ton	\$47.50
Environmental Fee Per Haul	\$16.25
Hydrolock Disposal per Ton	SAME AS TRASH
Metal	None
Concrete	\$75.00

**RESOLUTION NO. 1222****A RESOLUTION APPROVING A 2.4% RATE INCREASE FOR SOLID WASTE MANAGEMENT SERVICES PROVIDED BY REPUBLIC SERVICES, AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, Section 20 of Ordinance No. 879 authorizes the City Council to approve by Resolution rate adjustments for solid waste management services; and

WHEREAS, the expenses for the operation of the waste management program for Republic Services have increased this year; and

WHEREAS, the City Council finds the proposed rate adjustment is just, fair, reasonable and sufficient to provide proper waste management service to the public.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Harrisburg, Oregon, that the customer rates for waste management services provided by Republic Services be increased by 2.4%.

BE IT FURTHER RESOLVED that Republic Services agrees to pay the City a franchise fee of 7% levied on gross collection revenues realized by Republic Services within Harrisburg City limits.

Section 3. Effective Date: This Resolution shall take effect on January 1, 2020.

PASSED AND ADOPTED by the Harrisburg City Council this 12<sup>TH</sup> day of November, 2019.

Approved by the Mayor this 12<sup>th</sup> day of November, 2019.

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MAYOR

ATTEST:

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CITY RECORDER

Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

2.

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**THE MATTER OF APPROVING RESOLUTION NO. 1223, AND AMENDING THE CITY OF HARRISBURG STANDARD FEE SCHEDULE AS IT PERTAINS TO LAND USE APPLICATIONS (HMC 18.125.110)**

**STAFF REPORT:**

Exhibit A: Existing Land Use Fee Schedule (Res 1220)

Exhibit B: Resolution No. 1223

Exhibit C: Land Use Fees for Area Cities

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1223, “A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE, AND SETTING AN EFFECTIVE DATE”.**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
Varies	Yes	Varies

**STAFF RECOMMENDATION:**

**Staff recommends approving Resolution No. 1223.**

**BACKGROUND INFORMATION:**

The last time the city updated the current land use fees was in October of 2017. While the fee schedule was amended in August of this year (**Exhibit A**), that amendment did not include any changes to the Land Use fees.

Former City Administrator, Brian Latta, performed planning duties as part of his City Administrator role. After his departure in September, planning responsibilities have been contracted with Branch Engineering of Eugene at the rate of \$95 per hour + expenses. This has resulted in substantial increases in what the City has to pay to process land use applications, not even considering city staff time.

The proposed revised Land Use Fee Schedule shown in Resolution No. 1223 (**Exhibit B**), while a substantial increase over the prior fees, is fully justified based on the new circumstances. In addition, the new fees are consistent with what neighboring smaller cities charge. (**Exhibit C**) I do not believe that the increases would discourage or hinder future development in any meaningful way.

2.

*I move to approve Resolution No. 1223, “A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE AND SETTING AN EFFECTIVE DATE.”*

REVIEW AND APPROVAL:

John Hitt	Date
City Administrator	

## Resolution No. 1220

**A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE, AND  
SETTING AN EFFECTIVE DATE**

WHEREAS, the City of Harrisburg has the authority to charge fees for services it provides; and,

WHEREAS, the City has a current fee schedule which it provides to the public, which should accurately reflect the fees that the City charges; and,

WHEREAS, the City finds the recovery of certain administrative costs incurred by the City of Harrisburg to be in the public interest; and,

WHEREAS, the effective date is based upon when the Harrisburg Municipal Center is accepted, approved and ready for rental, which is tentatively mid-September.

NOW, THEREFORE, the City Council:

1. Adopts the Amended City Fee Schedule as shown in **Exhibit A**.
2. Repeals Resolution No. 1174.

Adopted by the City Council of the City of Harrisburg, Oregon, the 13<sup>th</sup> day of August, 2019, and effective when the Municipal Center is accepted, approved and ready for rental.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Recorder



## EXHIBIT A

### City Fees:

Ordinance	Subject	Fee		
2.20.100	Library <ul style="list-style-type: none"> <li>• Card – Nonresident</li> <li>• Card – Nonresident Senior Citizen</li> <li>• Card – Additional</li> <li>• Card – Replacement for lost or damaged</li> <li>• Overdue Materials Charge</li> </ul>	\$25.00		
		\$12.50		
		\$1.00		
		\$1.00		
		\$0.10 / day		
2.25.050	Photocopies	<b>Size</b>	<b>B/W</b>	<b>Color</b>
		<b>8.5X11</b>	\$0.15	\$0.25
		<b>8.5X14</b>	\$0.25	\$0.50
		<b>11X17</b>	\$0.50	\$0.75
2.25.050	Public records <ul style="list-style-type: none"> <li>• Records Request Searches</li> <li>• City Charter</li> <li>• PW standard drawing</li> <li>• Comp Plan, Volume 1</li> <li>• Comp Plan, Volume 2</li> <li>• Zoning Map, Comp Plan Map, or LWI Map (11X17)</li> <li>• Buildable Land Needs Analysis</li> <li>• Certified copies</li> </ul>	\$30 / hour – Minimum ½ hour increments		
		\$2.50		
		\$5.00		
		\$10.00		
		\$10.00		
		\$3.00		
		\$20.00		
		\$5.00		
3.07.030	Marijuana Sales Tax Rates <ul style="list-style-type: none"> <li>• Medical (% of gross sales)</li> <li>• Recreational (% of gross sales)</li> </ul>	0%		
		0%		
3.15.030	Lien Search Fees	\$28.00 / search		
5.05.050	Business License <ul style="list-style-type: none"> <li>• One Employee</li> <li>• 2-10 Employees</li> <li>• 11-30 Employees</li> <li>• 31+ Employees</li> </ul> Rental License <ul style="list-style-type: none"> <li>• 1-10 Rentals</li> <li>• 11+ Rentals</li> </ul> Late Fee	\$30.00		
		\$55.00		
		\$90.00		
		\$105.00		
		\$10.00 / rental		
		\$110.00		
		\$20% / month		
5.05.060	Transfer of Business License	\$30.00		
5.07.020	Home Occupation	\$30.00		

Ordinance	Subject	Fee
5.09.030	Commercial Truck Permit	\$30.00
5.10.050	Solicitor License	\$100.00
5.15.030	Social Games	\$75.00
5.20.030	Secondhand Dealer License	\$75.00
5.25.030	Street & Sidewalk Vendor License	\$75.00
6.05.110.2	Small or Miniature Livestock Fee	\$50.00
9.20.030	Sound Amplification Permit	\$30.00
9.55.110		
9.50.040	Public Dance License <ul style="list-style-type: none"> <li>Annual fee</li> <li>Amount refunded if no dance held</li> <li>Fee per public dance</li> </ul>	\$325.00 \$250.00 \$50.00
9.52.050	Public Event Application Fee <ul style="list-style-type: none"> <li>500 or less people</li> <li>More than 500 people</li> </ul>	\$165.00 \$250.00
12.10.010 13.05.050 17.35.070 18.15.020 18.20.010 18.22.020	Waiver of Remonstrance recording fee	\$65 First Page, \$5 per additional page, \$5 Administrative Fee
12.15.040	Right-of-Way Permit	\$50.00 + actual costs
12.20.010	Street Trees Purchase and Planting per Tree	\$300.00
13.10.030	Sewer System Fees <ul style="list-style-type: none"> <li>Sewer Connection</li> <li>Service Deposit</li> <li>Delinquent Accounts</li> <li>Tag Fee</li> <li>Turn on Fee</li> </ul>	\$225.00 \$50.00  \$20.00 / tag \$30.00
13.15.030	Water System Fees <ul style="list-style-type: none"> <li>Service Installation</li>   <li>Meter Drop-in <ul style="list-style-type: none"> <li>¾" inch</li> <li>1" inch</li> </ul> </li> <li>Service Deposit</li> <li>Delinquent Accounts</li> <li>Tag Fee</li> <li>Turn on Fee</li> <li>Testing Water Meter (user request)</li> <li>Moving or altering meter</li> <li>Repair or damage to water meter or city lines</li> <li>Meter on well</li> </ul>	\$1,335.00 or actual costs whichever is greater  \$360.00 \$415.00 \$50.00  \$20.00 / tag \$30.00 Actual Cost (\$50 min.) Actual Cost Actual Cost \$450.00
15.05.140	Fill permit <ul style="list-style-type: none"> <li>50 – 99 cubic yards</li> </ul>	\$60.00

Ordinance	Subject	Fee
	<ul style="list-style-type: none"> <li>• 100 – 4,999 cubic yards</li> </ul>	\$425.00 + actual costs
	<ul style="list-style-type: none"> <li>• 5,000 or more cubic yards</li> </ul>	\$425.00 + actual costs
15.20.110	Flood Hazard Development Permit	\$275.00
18.125.110	Land use	
	<ul style="list-style-type: none"> <li>• Annexation</li> </ul>	\$1,650.00
	<ul style="list-style-type: none"> <li>• Appeal to Planning Commission or City Council</li> </ul>	\$425.00
	<ul style="list-style-type: none"> <li>• Comprehensive Plan Map Amendment</li> </ul>	\$1,725.00
	<ul style="list-style-type: none"> <li>• Conditional Use Permit</li> </ul>	\$850.00
	<ul style="list-style-type: none"> <li>• Historic Permits</li> </ul>	
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Resource Alteration</li> </ul> </li> </ul>	\$100.00
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Resource Demolition</li> </ul> </li> </ul>	\$550.00
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Historic Review – District</li> </ul> </li> </ul>	\$25.00
	<ul style="list-style-type: none"> <li>• Legal Lot Determination</li> </ul>	\$150.00
	<ul style="list-style-type: none"> <li>• Measure 37 Claim</li> </ul>	\$1,250.00
	<ul style="list-style-type: none"> <li>• Property Line Adjustment</li> </ul>	\$225.00
	<ul style="list-style-type: none"> <li>• Partition (Minor/Major) / Replat ≤3 lots</li> </ul>	\$925.00
	<ul style="list-style-type: none"> <li>• Site Plan</li> </ul>	\$675.00
	<ul style="list-style-type: none"> <li>• Site Plan – Parking lot only</li> </ul>	\$250.00
	<ul style="list-style-type: none"> <li>• Subdivision / Replat &gt;3 Lots</li> </ul>	\$1,175.00 + \$25.00/lot
	<ul style="list-style-type: none"> <li>• Vacation of street, alley or easement</li> </ul>	\$975.00
	<ul style="list-style-type: none"> <li>• Variance</li> </ul>	\$425.00
	<ul style="list-style-type: none"> <li>• Zone Map Change</li> </ul>	\$1,375.00
	<ul style="list-style-type: none"> <li>• Zoning Ordinance Text Amendment</li> </ul>	\$1,125.00
<i>Miscellaneous Fees:</i>		
	Public Works Crew Rates	
	<ul style="list-style-type: none"> <li>• Labor</li> </ul>	\$65.00 / hr
	<ul style="list-style-type: none"> <li>• Administrative Fee</li> </ul>	20% of Labor
	<ul style="list-style-type: none"> <li>• Drivable Equipment</li> </ul>	\$25.00 / hr
	<ul style="list-style-type: none"> <li>• Other Power Equipment</li> </ul>	\$10.00 / hr
	<ul style="list-style-type: none"> <li>• Contracted Services</li> </ul>	\$ actual costs + 20%
	<ul style="list-style-type: none"> <li>• Grass Cutting</li> </ul>	\$75.00 / hr
	Gazebo Rental – 4 hours	\$125.00
	<ul style="list-style-type: none"> <li>• Refundable deposit</li> </ul>	\$300.00
	Municipal Center meeting room rental – 4 hours	\$125.00
	<ul style="list-style-type: none"> <li>• Refundable deposit</li> </ul>	\$300.00
	Skate Park Reservation – two hours	\$100.00
	Notary fees	
	<ul style="list-style-type: none"> <li>• Acknowledgement</li> </ul>	\$10.00
	<ul style="list-style-type: none"> <li>• Verification or affirmation</li> </ul>	\$10.00
	<ul style="list-style-type: none"> <li>• Certifying copy or witnessing signing</li> </ul>	\$10.00
	<ul style="list-style-type: none"> <li>• Administer oath or affirmation</li> </ul>	\$10.00
	Depositions per page	\$1.00
	NSF check	\$25.00
	Enterprise Zone Pre-authorization	\$250.00

**Municipal Court Fees:**

<b>Subject</b>	<b>Fee</b>
Payment Arrangement Fee	\$25.00
Suspension Fee	\$15.00
Dismissal Fee	Subject to Violation Class
Show Cause Fee	\$50.00
Warrant Fee	\$100.00
Collection Fee	\$25.00
3 <sup>rd</sup> Party Collection Agency Fee	Subject ORS137.118, and Agency's Commission



## Resolution No. 1223

**A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE, AND  
SETTING AN EFFECTIVE DATE**

WHEREAS, the City of Harrisburg has the authority to charge fees for services it provides; and,

WHEREAS, the City has a current fee schedule which it provides to the public, which should accurately reflect the fees that the City charges; and,

WHEREAS, the City finds that land use application fees require an increase in order to recover the costs of the City's recent contract with a contract planner.

NOW, THEREFORE, the City Council:

1. Adopts the Amended City Fee Schedule as shown in **Exhibit A**.
2. Repeals Resolution No. 1220.
3. The date of January 1, 2020 is hereby established as the effective date.

Adopted by the City Council of the City of Harrisburg, Oregon, the 12<sup>th</sup> day of November, 2019.

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Mayor

ATTEST:

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City Recorder

## EXHIBIT A

### City Fees:

Ordinance	Subject	Fee		
2.20.100	Library <ul style="list-style-type: none"> <li>• Card – Nonresident</li> <li>• Card – Nonresident Senior Citizen</li> <li>• Card – Additional</li> <li>• Card – Replacement for lost or damaged</li> <li>• Overdue Materials Charge</li> </ul>	\$25.00		
		\$12.50		
		\$1.00		
		\$1.00		
		\$0.10 / day		
2.25.050	Photocopies	<b>Size</b>	<b>B/W</b>	<b>Color</b>
		<b>8.5X11</b>	\$0.15	\$0.25
		<b>8.5X14</b>	\$0.25	\$0.50
		<b>11X17</b>	\$0.50	\$0.75
2.25.050	Public records <ul style="list-style-type: none"> <li>• Records Request Searches</li> <li>• City Charter</li> <li>• PW standard drawing</li> <li>• Comp Plan, Volume 1</li> <li>• Comp Plan, Volume 2</li> <li>• Zoning Map, Comp Plan Map, or LWI Map (11X17)</li> <li>• Buildable Land Needs Analysis</li> <li>• Certified copies</li> </ul>	\$30 / hour – Minimum ½ hour increments		
		\$2.50		
		\$5.00		
		\$10.00		
		\$10.00		
		\$3.00		
		\$20.00		
		\$5.00		
3.07.030	Marijuana Sales Tax Rates <ul style="list-style-type: none"> <li>• Medical (% of gross sales)</li> <li>• Recreational (% of gross sales)</li> </ul>	0%		
		0%		
3.15.030	Lien Search Fees	\$28.00 / search		
5.05.050	Business License <ul style="list-style-type: none"> <li>• One Employee</li> <li>• 2-10 Employees</li> <li>• 11-30 Employees</li> <li>• 31+ Employees</li> </ul> Rental License <ul style="list-style-type: none"> <li>• 1-10 Rentals</li> <li>• 11+ Rentals</li> </ul> Late Fee	\$30.00		
		\$55.00		
		\$90.00		
		\$105.00		
		\$10.00 / rental		
		\$110.00		
		\$20% / month		
5.05.060	Transfer of Business License	\$30.00		
5.07.020	Home Occupation	\$30.00		
5.09.030	Commercial Truck Permit	\$30.00		
5.10.050	Solicitor License	\$100.00		
5.15.030	Social Games	\$75.00		
5.20.030	Secondhand Dealer License	\$75.00		

Ordinance	Subject	Fee
5.25.030	Street & Sidewalk Vendor License	\$75.00
6.05.110.2	Small or Miniature Livestock Fee	\$50.00
9.20.030 9.55.110	Sound Amplification Permit	\$30.00
9.50.040	Public Dance License <ul style="list-style-type: none"> <li>Annual fee</li> <li>Amount refunded if no dance held</li> <li>Fee per public dance</li> </ul>	\$325.00 \$250.00 \$50.00
9.52.050	Public Event Application Fee <ul style="list-style-type: none"> <li>500 or less people</li> <li>More than 500 people</li> </ul>	\$165.00 \$250.00
12.10.010 13.05.050 17.35.070 18.15.020 18.20.010 18.22.020	Waiver of Remonstrance recording fee	\$105 First Page, \$5 per additional page,
12.15.040	Right-of-Way Permit	\$50.00 + actual costs
12.20.010	Street Trees Purchase and Planting per Tree	\$300.00
13.10.030	Sewer System Fees <ul style="list-style-type: none"> <li>Sewer Connection</li> <li>Service Deposit</li> <li>Delinquent Accounts</li> <li>Tag Fee</li> <li>Turn on Fee</li> </ul>	\$225.00 \$50.00  \$20.00 / tag \$30.00
13.15.030	Water System Fees <ul style="list-style-type: none"> <li>Service Installation</li> <li>Meter Drop-in <ul style="list-style-type: none"> <li>3/4" inch</li> <li>1" inch</li> </ul> </li> <li>Service Deposit</li> <li>Delinquent Accounts</li> <li>Tag Fee</li> <li>Turn on Fee</li> <li>Testing Water Meter (user request)</li> <li>Moving or altering meter</li> <li>Repair or damage to water meter or city lines</li> <li>Meter on well</li> </ul>	\$1,335.00 or actual costs whichever is greater  \$360.00 \$415.00 \$50.00  \$20.00 / tag \$30.00 Actual Cost (\$50 min.) Actual Cost Actual Cost \$450.00
15.05.140	Fill permit <ul style="list-style-type: none"> <li>50 – 99 cubic yards</li> <li>100 – 4,999 cubic yards</li> <li>5,000 or more cubic yards</li> </ul>	\$60.00 \$425.00 + actual costs \$425.00 + actual costs
15.20.110	Flood Hazard Development Permit	\$275.00
18.125.110	Land use	



Ordinance	Subject	Fee
	<ul style="list-style-type: none"> <li>Annexation</li> <li>Appeal to Planning Commission or City Council</li> <li>Comprehensive Plan Map Amendment</li> <li>Conditional Use Permit</li> <li>Historic Permits <ul style="list-style-type: none"> <li>Resource Alteration</li> <li>Resource Demolition</li> <li>Historic Review – District</li> </ul> </li> <li>Legal Lot Determination</li> <li>Measure 37 Claim</li> <li>Property Line Adjustment</li> <li>Partition (Minor/Major) / Replat ≤3 lots</li> <li>Site Plan</li> <li>Site Plan – Parking lot only</li> <li>Subdivision / Replat &gt;3 Lots</li> <li>Vacation of street, alley or easement</li> <li>Variance</li> <li>Zone Map Change</li> <li>Zoning Ordinance Text Amendment</li> </ul>	\$1,800.00 \$750.00 \$2000.00 \$1500.00 \$100.00 \$550.00 \$25.00 \$150.00 \$1,250.00 \$500.00 \$1,500.00 \$950.00 \$250.00 \$2,250.00 + \$25.00/lot \$975.00 \$1,000.00 \$1,750.00 \$1,125.00
<i>Miscellaneous Fees:</i>		
	Public Works Crew Rates <ul style="list-style-type: none"> <li>Labor</li> <li>Administrative Fee</li> <li>Drivable Equipment</li> <li>Other Power Equipment</li> <li>Contracted Services</li> <li>Grass Cutting</li> </ul>	\$65.00 / hr. 20% of Labor \$25.00 / hr. \$10.00 / hr. \$ actual costs + 20% \$75.00 / hr.
	Gazebo Rental – 4 hours <ul style="list-style-type: none"> <li>Refundable deposit</li> </ul>	\$125.00 \$300.00
	Municipal Center meeting room rental – 4 hours <ul style="list-style-type: none"> <li>Refundable deposit</li> </ul>	\$125.00 \$300.00
	Skate Park Reservation – two hours	\$100.00
	Notary fees <ul style="list-style-type: none"> <li>Acknowledgement</li> <li>Verification or affirmation</li> <li>Certifying copy or witnessing signing</li> <li>Administer oath or affirmation</li> </ul> Depositions per page	\$10.00 \$10.00 \$10.00 \$10.00 \$1.00
	NSF check	\$25.00
	Enterprise Zone Pre-authorization	\$250.00

#### Municipal Court Fees:

Subject	Fee
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Collection Fee	\$25.00
3 <sup>rd</sup> Party Collection Agency Fee	Subject ORS137.118, and Agency's Commission

**Exhibit C**  
**Select Land Use Fees of Area Cities**

<b>LAND USE ACTION</b>	<b>COBURG</b>	<b>BROWNSVILLE</b>	<b>LEBANON</b>	<b>MONROE</b>	<b>HARRISBURG CURRENT</b>	<b>HARRISBURG PROPOSED</b>
<b>ANNEXATION</b>	\$10,500	\$1,000	\$1,500	N/A	\$1,650	\$1,800
<b>APPEAL</b>	\$1,050	75%*	-----	100%*	\$425	\$750
<b>COMP MAP AMEND</b>	\$4,600	\$1,500	\$2,000	\$3,205	\$1,725	\$2,000
<b>CUP</b>	\$3,200	\$400-\$1,200	\$1,500	\$2,165	\$850	\$1,500
<b>PLA</b>	\$900	\$300	\$250	\$1730	\$225	\$500
<b>PARTITION</b>	\$3,405	\$1,000-\$1,600	\$450	\$1,810	\$925	\$1,500
<b>SITE PLAN</b>	\$900-\$3,900	\$700	\$650	\$755	\$675	\$950
<b>SUBDIVISION (SMALL)</b>	\$3,405	\$1,905	\$3,890	\$3,352	\$1,250	\$2,250
<b>VARIANCE</b>	\$2,700	\$800	\$450	\$1,225	\$425	\$1,000
<b>ZONE CHANGE</b>	\$3,000	\$1,500	\$1,000	\$3,205	\$1,250	\$1,750

\*Not reported

Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

3.

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**THE MATTER OF ADOPTING AN IGA BETWEEN VARIOUS MUNICIPAL CORPORATIONS**

**STAFF REPORT:**

Exhibit A: DRAFT IGA

**ACTION:** MOTION TO APPROVE THE INTERGOVERNMENTAL AGREEMENT BETWEEN VARIOUS MUNICIPAL CORPORATIONS OF THE STATE OF OREGON.

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$2,500 - \$5,000	IN 2020/2021	GENERAL FUND/COMMUNITY & ECONOMIC DEVELOPMENT

**STAFF RECOMMENDATION:**

**Staff recommends approval of the Draft IGA preferably without amendment.**

**BACKGROUND INFORMATION:**

Since 2017 the City of Harrisburg has been meeting with representatives of Adair Village, Philomath, Brownsville, Halsey, Lebanon, Sweet Home, and Monroe to investigate a possible regional cooperative alliance to promote economic development in the Mid-Willamette Valley. Dubbed the MVP (Mid-Valley Partnership) it seeks to develop an effort similar to EDCO, a partnership of 6 Central Oregon communities. (see website: <https://edcoinfo.com> for more information). EDCO has enjoyed substantial success over the years in attracting and growing business in Central Oregon.

After meeting off and on for two years, the 8 cities involved have agreed to develop an IGA that would formalize their partnership as well as hire or contract with those who could begin working on the 'Deliverables' outlined in Exhibit B inside the proposed IGA (Exhibit A).

The principle first steps involve developing the organizations presence, identifying those organizations/agencies available in our area for business promotion and the





## INTERGOVERNMENTAL AGREEMENT BETWEEN VARIOUS MUNICIPAL CORPORATIONS OF THE STATE OF OREGON

### **PARTIES TO THE AGREEMENT**

This agreement made and entered into this \_\_\_\_ day of November 2019, by and between the following municipalities:

Adair Village	Lebanon
Brownsville	Monroe
Halsey	Philomath
Harrisburg	Sweet Home

All listed cities are municipal corporations of the State of Oregon, hereinafter called CITIES, and hereby partner for the formation of the Mid-Valley Partnership, hereinafter called MVP, for the purpose of building economic development capacities for the region. This will be accomplished by creating a joint economic development organization as identified in Exhibit A – “Mid-Valley Prosperity Partnership Economic Strategy and Action Plan – 2019” and by creating the deliverables listed in Exhibit B.

### **PURPOSE**

The CITIES are desirous of enhancing economic development activities that better serve the public. The CITIES will utilize resources such as personnel time, capacities, facilities and funding to promote the vision, strategy and goals set forth herein. This agreement is authorized and provided for by the provisions of ORS 190.010.

### **IN CONSIDERATION OF THE MUTUAL CONVENANTS CONTAINED HEREIN, THE PARTIES AGREE TO THE FOLLOWING TERMS, PROVISIONS AND CONDITIONS:**

1. **Financial Obligations by CITIES.** CITIES shall cost share expenses on mutually agreed to terms allowed and authorized by each CITIES governing body

through the CITIES manager, administrator or authorized designee. Responsibility to meet financial obligations will be the sole responsibility of every political subdivision who is a party to this agreement.

During FY 19-20, expenditures by each City shall be within existing appropriate budgeted funds. A work program and budget will be developed by the Operations Group and proposed to each City in the FY 20-21 and subsequent budget processes.

2. **Service to be Performed by Third-Party Agents.** CITIES shall ensure performance of any services rendered on behalf of CITIES.
3. **Term.** This agreement shall be from November 1<sup>st</sup>, 2019 through and including June 30, 2022. However, the CITIES shall continue until all agents and third-party obligations are met once officially authorized by this agreement. The CITIES shall review the terms of the agreement and mutually determine if any amendments are desired. For any modification(s) to be effective, any amendment, modification or otherwise shall be in writing and approved by all parties and placed as an attachment or appendices to this agreement.
4. **Indemnification.** To the fullest extent permitted by law, and in accordance with the Oregon Constitution and the Oregon Tort Claims Act, each party to this Agreement shall indemnify, defend, save, and hold harmless the other party and its officers, employees and agents from and against all claims, actions, liabilities, damages, losses, or expenses, arising from actions derived for the purpose of this agreement:  
  
Failure or refusal of one party to perform or fulfill its responsibilities under this Contract or any law, through no fault of the other party. The obligations or rights under this section may not be delegated or assigned without the express consent of the other parties.  
  
The obligations contained in this section shall survive the termination of this Agreement.
5. **Entire Agreement.** This Agreement signed by all parties is the parties' final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agent and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.
6. **Venue.** Resolution of any disputes arising out of the performance of this contract shall be maintained in the Circuit Court of Linn County and/or Benton County as a last resort.
7. **Intent.** The intent of this Agreement is to cooperatively create a working relationship that will be mutually beneficial.

**IN WITNESS WHEREOF**, the CITIES by resolution duly adopted by its respective CITIES Council cause this agreement to be signed by its Mayor and attested by the CITIES Recorder, all on the day and year first above written.

**[Signature Pages to be added individually  
to the agreement upon execution.]**



## Introduction

Linn and Benton Counties are the heart of the southern part of Oregon's Willamette Valley, stretching east and west from the top of the Cascades to the top of the Coast Range. It is a region with long Native American history and heritage, and the history of pioneers from the eastern United States traveling on the Oregon Trail to reach this land which was and is rich in natural resources and opportunity. The two counties historically have been central to Oregon's agriculture and timber economies. This has included not only raising and harvesting crops and timber, it has included industries for processing, packaging, and shipping finished timber and agriculture products. These industries historically have been the foundation of employment, culture, and society in the two counties.

But, the economic foundation of the region was greatly shaken with the significant reduction of timber harvesting starting in the early 1980's. This eliminated jobs in the woods, jobs in the mills, and jobs in the supporting business community. It created a stagnant and diminishing population and economic base in the cities in the region, especially the smaller cities.

Agriculture remained strong, but the nature of the agriculture industry changed with growing commoditization, technology impacts, and global trade.

During the last two decades, high-technology businesses have located in the region bringing new dimensions to the economy with new employment, capital investment, and assessed valuation. The bulk of the high-tech growth has been in the large cities in the region, specifically Corvallis and Albany. However, the promise of becoming a high-tech hub was tempered with the Hewlett-Packard facility in Corvallis starting strong with employment to major reductions in jobs over time. This is a symptom of the global market and changing technologies encouraging large corporate businesses to rethink their systems, processes, and locations.

Competitive advantage is key to attracting and retaining businesses such as HP, and just as critical in attracting and retaining businesses and investment of all sizes and in all locations.

Starting with the "Rural Linn County Economic Development Proposal" created by leaders from rural cities in Linn County in 2015, leaders from several rural Linn communities continued to meet to discuss economic development strategies for the region. In the fall of 2017, eight cities from rural Linn and Benton Counties applied for a Rural Opportunities Initiative Grant through Business Oregon to partner with RAIN to bring a Venture Catalyst to the region to work with local entrepreneurs. These cities seek to continue the intra-city effort to create efficient and effective structures for furthering the economic objectives of the region beyond the Rural Opportunities Initiative grant and the work done through RAIN.

The initial eight-city collaborative consists of Sweet Home, Lebanon, Brownsville, Halsey, Harrisburg, Monroe, Adair Village, and Philomath. Together they take the name "Mid-Valley Partnership, or MVP. This Strategic Action Plan is the framework for the cities to work together to accomplish common economic goals and respond to common economic opportunities.

The eight-city initial collaborative reviewed the Rural Linn County Economic Development proposal created in 2016. This strategy document is based on that work, seeking to update and expand its scope to meet needs of the broader Linn-Benton region beyond the RAIN project.

## Assessment of the Environment, Opportunity, and Needs

- Economic growth is happening throughout Oregon with historically high employment rates, high business investment, high levels of export, and high revenue and profit. However, this growth is primarily happening in larger cities which have the capacity to attract and support this level of economic development. Oregon's rural communities continue to not share this high level of economic prosperity.
- In the Linn-Benton region, Corvallis and Albany have great capacity for supporting economic development in dedicated city staff and active economic development organizations. This capacity allows these larger cities to effectively respond to queries from potential businesses and investors, to respond to Business Oregon and other organizations when they disseminate requests for information on behalf of potential businesses, and to facilitate the siting, development, operation, and growth of new businesses.
- None of the cities in this partnership have the same capacity to participate in these high-level economic development activities. There is no framework to cooperate with or even complement the efforts of Albany and Corvallis in attracting new business investment into the region. The smaller communities get left behind.
- There is significant opportunity for bringing economic investment to the eight cities in the partnership if the cities understand how to position and leverage their individual and joint assets, and how to respond to opportunities.

The best opportunity for economic investment in these communities may lie in working collaboratively, recognizing several things:

- The economic, housing, and services markets no longer focus on individual communities, but instead on systems tying together regions with multiple communities.
- Smaller cities can now compete with any larger city as a location for business investment due to the advent and growing availability of high-speed and high-capacity internet connections.
- Smaller cities have the competitive advantage of small-town livability.
- Each of the partners has assets and opportunities unique to themselves, but potentially stronger when tied together and leveraged.

This strategy is a commitment by each of the cities to work toward a partnership agreement to act as a coordinated economic development entity to accomplish three primary goals:

- To develop a coordinated story about the assets and opportunities available in each of the partner cities, and in the network of the cities working together.
- To research, identify, and pursue economic opportunities created by looking at the partner cities and region as a single economic, housing, and services system.

- To be able to respond to requests for information, invitations to respond to opportunities, create and implement regional economic development strategies, and advocacy for the region's interests.

## Assets to Promote and Leverage

The managers and administrators of the Mid-Valley Prosperity Partnership met in August 2019 to build the foundation for the update of prior strategic planning. In that meeting, the leaders identified several assets of the region that create significant economic opportunity. These are in addition to assets identified in earlier work. These are:

- Higher Education – Two major research universities and one technology focused community college are in the immediate region. This presents great opportunity for using land and resources in the eight cities to help the education institutions pursue and expand their research and development programs.
- Traded Sector – While agriculture and timber economies were historically based on growing and harvesting, the expectation in today's economic world is traded sector where the raw materials created by farm and forest activities are processed locally in manufacturing, food processing, and creation of finished products and distribution of those products globally. The cities each have land and resources to expand traded sector businesses.
- Agriculture Businesses – The Willamette Valley, along with all of Oregon, is marked by family farms rather than large scale corporate farming. These farms compete well relying on the power of co-ops to create competitive abilities. However, these systems can be fragile. Strengthening family farms by creating traded sector vertical integration is highly important to the future. As well, providing farmers with additional income streams to diversify their business models will help preserve the family farm foundation of the region. These additional income streams may include produce and meat sales on-site, restaurant services on-site, farm-stays, and other activities.
- Telecommuters and Home-Based Businesses – With the advent of high-speed internet access to all communities, the opportunity exists to attract telecommuters and homebased businesses that can operate completely remotely. These foot-loose entrepreneurs may find livability opportunities in the eight cities where they can operate and succeed on a global scale to be highly attractive.
- Micro-businesses – Generally cannot afford the startup costs necessary in a larger city. The eight cities can provide incubator and micro-business support infrastructure, possible in conduction with the higher institution institutions, and likely at lower costs.
- Available Infrastructure – The Mid-Valley is poised for economic success for many reasons including extensive infrastructure. Not only is the area laced with surface trucking and automobile links including I-5 and several major highways, it has two major rail lines, pipelines, and a regional and several general aviation airports. Each of the cities has sewer, water, and storm systems with capacity to meet development needs. Broadband internet services are widely available. Energy including natural gas and electricity are available at

highly competitive rates. Now under development is a very large containerized freight transfer facility linking trucking to rail amplifying the efficiency of freight movement in the mid-Willamette Valley.

- Physical Alignment – The cities are close together and aligned on a general east/west axis across the Valley. They are connected by state highways. The I-5 corridor is crossed by similar city alignments east and west of Salem and east and west of Eugene. The fact these alignments to the north and south are anchored by large cities gives those aligned regions greater economic opportunity. The Linn-Benton aligned cities have not rallied in the past around common interests and opportunities but have great potential to thrive if the east/west physical alignment is amplified by an east/west economic alignment especially recognizing the north/south links offered by I-5 including easy access to commercial aviation at Mahlon Sweet Field in Eugene.
- Affordability and Ease of Development – The rural communities have more streamlined and less extensive codes than the surrounding larger cities coupled with a “How can we get to yes?” attitude. Land and development costs and fees are generally less than in larger communities. The communities support economic development and, working together, can be a formidable competitor for investment in retention, expansion, and creation of businesses.

## Strategy

1. [Establish a rural-focused primary point of contact collaborating with all existing services and organizations to align, focus, and leverage resources and connect entrepreneurs to resources](#)

Existing, relocating, or start-up businesses can all benefit from assistance to successfully implement their growth strategies. A plethora of services and support organizations currently exist at state and local levels to help, but it is difficult for owners of businesses of any size to easily tap into these critical resources. By creating an entity to focus on these rural Linn County interests and represent them to other organizations, the Partnership will ensure those resources are better aligned, leveraged, and accessed in our communities.

As a result of fostering collaboration and helping align and focus resources for the eight rural cities:

- The Partnership will collect, catalog, and share relevant information, organizations, and services, and will help enable businesses to access and utilize needed resources. This will include an asset map to discover and understand the potential available in the region.
- The services to be cataloged shall be broad based including workforce development, finance, small business management assistance, and other important resources to help businesses succeed.
- By connecting existing and potential businesses to these resources, the Partnership will facilitate economic growth and employment opportunities.
- Where resources do not exist, or are not at the needed scale, MVP will identify those needs and work to see they are addressed.

- MVP will be a voice for businesses in rural Linn and Benton counties when working with regional, state, and global entities.
- MVP will plan for realizing the economic potential of the region looking for those places to connect needs and opportunities.

### Outcomes

- A complete inventory of local land use and zoning laws and mapping with the means to keep it updated.
- A complete and constantly updated database of land and buildings available for new business development.
- A catalog of business services including banks, accounting, legal, commercial real estate firms, and other professional services available to business owners and entrepreneurs, as well as the government service of Business Oregon, Worksource Oregon, the Small Business Administration, and other economic development organizations.
- Assistance in knowledge of, understanding, and navigating state, county, and local rules and regulations.
- MVP becomes a behind-the-scenes partner helping new or existing businesses make the decisions to locate or expand locally and to increase their success.
- A recognizable organization and regional point of contact to provide advocacy and leadership in regional economic development efforts, serving as a credible entity to work with businesses, the Regional Solutions Team, other state and federal agencies, institutions of higher education, and the Legislature and Congress. Advocacy through the Cascade West Council of Governments and the League of Oregon Cities is currently underway.

## **2. Connect new entrepreneurs with learning opportunities and start-up support.**

A prominent commercial real estate broker recently commented, “I see lots of potential entrepreneurs with great ideas and nothing else.” The “nothing else” these potential businesses lack is financial support for initial purchases, technical assistance, management support, legal training and support, and market research.

- MVP will use its developed network of existing contacts, organizations, and services to assist current and emerging entrepreneurs with accessing the tools and resources they need to bring their ideas to fruition. For example, understanding market rents for vacant storefronts in various communities, guidance or help in developing business plans, or referrals for legal and professional advice on organizational structures and business practices.

### Outcomes

- MVP is employing a rural business accelerator approach using the business incubator model developed by RAIN and services such as those provided by Senior Corps of Retired Executives (SCORE).

- The entrepreneur development work is critical to the region and the partnership will continue to sponsor and carry out this work and the program's recommendations.

### 3. Help link existing and potential employers with a skilled and trained workforce

A reliable source of trained people is critical to attracting new business and retaining existing businesses. Educational programs are underway through other organizations in the county to develop basic work skills. Linn Benton Community College, the City of Albany, Linn County and several local high schools have various programs to assist people of all ages to upgrade their skills, thus enhancing their employability. Worksource Oregon provides extensive information on training and employment opportunities. In addition, employers frequently have job specific training programs. However, existing employers also have made clear the need for basic or soft skills, i.e. timeliness, personal reliability, grooming.

- MVP will support the efforts of all these trainers to produce a skilled workforce to meet current and future needs.
- MVP will cooperate with Worksource Oregon and local workforce development entities to identify needs, opportunities, and systems for creating a larger and better prepared work force.
- MVP will include training and employment information in both its asset mapping and its publicly available information database.
- MVP will advocate as needed for rural training programs matching the needs of existing and potential rural employers.

### Outcomes

- Businesses are matched with trained workforce.
- Businesses are attracted to the region due to an existing, skilled workforce.

### 4. Advocate for the rural communities and the goals of this partnership for improved market conditions, and improved legislative, regulatory, or government laws, policies, and programs, particularly those directed at workforce readiness and development.

Rural areas generally lack a voice or a seat at the negotiating table. They may not be aware of government programs funding or facilitating economic development efforts, or may lack the capacity to access them. Having a voice, particularly one connected to existing economic development service organizations, is critical to participating in these efforts. Further, ensuring small, rural oriented employers can be heard when legislative or regulatory changes are proposed is also important in maintaining employment and job growth.

- MVP will work with state, county and local governments to ensure regulations and legislation are designed to stimulate rather than stifle local rural business growth including land use regulations, local fees and charges, building permit processes, and civil engineering requirements.

- MVP will work to simplify this task by developing knowledge and contacts within existing organizations.
- Oregon Cascade West Council of Governments is a regional resource for community and economic development efforts. MVP will work with OCWCOG to help leverage economic development programs and services. Oregon Cascade West Council of Governments also provides an advocacy platform to advance policy recommendations to better equip rural settings for economic development. Creating effective relationships with State officials is crucial for effective State involvement.

## Action Plan

In order to pursue and accomplish the four goals of the Mid-Valley Partnership, a common structure for working together and getting things done is critical to create. It is evident a formal agreement must be created to establish a formal entity to carry out this work. This entity needs to be funded, housed, and staffed appropriately to meet these needs:

- Facilitate and lead the ongoing work of the partnership.
- Staff resources to pursue the four goals above working with the leaders of the Partnership to set priorities for specific actions and a detailed work plan to achieve them.
- Continue to plan and pursue a detailed and specific economic strategy based on what the partner cities can accomplish working together leveraging the resources and assets of the region.
- Seek outside funding when appropriate to support the work.
- Develop the materials, narrative, and story to be universally used by the Partnership to effectively communicate what is needed to have an entrepreneur understand the assets, resources, and opportunities of the partner communities both individually and together.
- Serve as the primary point of contact for inquiries from Oregon agencies, other economic development organizations, local governments, and existing and potential business entities.

To create this entity, a joint effort and structure will be created by an Intergovernmental Agreement between the partner cities. As the joint effort finds success, the structure of the entity might need to change, but is determined to be appropriate at this time to use an IGA to create agreement on the structure and direction of the economic development entity, to create a system of governance, and to create the financial structure defining each city's contribution.

It is also determined the initial organization needs to be streamlined and focused on creating the required structure and achieving the initial identified goals.

The Intergovernmental Agreement will be drafted with these elements:

- Operational Group to Pursue the Outcomes and Strategies of this Plan
  - ▶ The City Manager or Administrator from each city.
  - ▶ Other staff as needed.



- Administration
  - ▶ The Cities of Lebanon and Sweet Home will jointly be the conveners and managers of the logistics and records of the meetings and activities.
  - ▶ The City of Lebanon will be the fiscal agent for the new entity.
  - ▶ The Operational Group will determine the need for staff and capital resources to carry out the work of the new entity after the first year.
- Finance
  - ▶ The existing working group will determine the needed structure of staffing and resources to carry out the first year of the regional entity. This to be reflected in the IGA.
  - ▶ The existing working group will determine the needed budget to carry out the first year of the regional entity with this to be reflected in the IGA.
  - ▶ The existing working group will determine the contribution needed from each of the partner cities, proportioned in an equitable manner. This will be incorporated into the IGA.



## Next Steps

ACTION	RESPONSIBILITY	TIMEFRAME
Draft the Intergovernmental Agreement (IGA)	Subcommittee	Completed by November 1 <sup>st</sup> , 2019
Develop a presentation summarizing this Plan to be presented to the City Councils of the eight cities with the recommendation to approve the IGA. The presentations will be made by members of the working group including the city managers and administrators.	Subcommittee to develop presentation	Ready to use by November 15 <sup>th</sup> , 2019
Enter into a three-year IGA based on the Goals, Outcomes, and structure outlined above	Advocacy and Council support by each City Manager and Administrator	Target for IGA approval is December 31 <sup>st</sup> , 2019
Deliver the presentation to other cities as requested with an invitation to consider joining the partnership	Entire Group	As requested
Define the Scope of Work and Staffing Needs to carry out the Plan	Operation Committee	March 2020
Develop a financial plan for on-going operations to submit as part of each City's 20-21 and subsequent budget processes	Operations Committee	March 2020 and subsequent years
Revise this strategy as needed and update the IGA	Operation committee	Completed within three years of adoption of the initial IGA.

## EXHIBIT 'B'

### Deliverables

*(Projected over the life of the agreement)*

#### ***Marketing***

- ★ The creation of a professional logo.
- ★ Branding: packaging the story of the region for the general public; specifically geared to the clientele the collective is attempting to attract and retain.
- ★ The creation of a professional website.

#### ***Asset Mapping***

- ★ Develop a comprehensive list of resources to meet the purpose of this partnership including but not limited to:
  - The State of Oregon
  - Non-profit
  - Financial Resources
  - Angel Investors
  - Market Sectors
  - Higher Education Assets
  - Rural Advantages
  - Natural Aspects
  - Amenities
- ★ Oregon Prospector
  - Populate available property with uniformity.
  - Devote resources to maintain this important data base.
  - Identify all relevant information.

#### ***Contract Management & Personnel***

- ★ Determine how to accomplish necessary objectives.
  - Create work requirements
  - Develop budgetary needs.
  - Agree to means of execution.

- ★ RAIN Entrepreneurship
  - Continue to monitor efforts.
  - Ensure objectives are met per State agreements and obligations.
- ★ Personnel
  - Discuss advantages of hiring personnel.
  - Identify the capacities of existing personnel.
  - Determine housing and equipment needs.

Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

4.

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**THE MATTER OF REVIEWING A PERMIT FOR THE 2019 LIGHT PARADE  
STAFF REPORT:**

Exhibit A: HARRISBURG PARADE PERMIT APPLICATION

**ACTION:** MOTION TO APPROVE THE 2019 LIGHT PARADE PERMIT,  
SUBJECT TO THE CONDITIONS OF APPROVAL.

---

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$0	N/A	N/A

**STAFF RECOMMENDATION:**

**Staff recommend that the City Council approve the 2019 Light Parade Permit**

**BACKGROUND INFORMATION:**

The Tri-County Chamber of Commerce will be holding its annual Light Parade on December 7, 2019 from 7:00-9:00 pm. The Parade Theme this year is “*Christmas at Our House*”. The parade route will begin at the north parking lot of the high school and proceed north on 9<sup>th</sup> Street to Territorial Street. It will thence proceed west to 3<sup>rd</sup> St. (Hwy 99E), turning south to Smith Street, and then east to 9th Street, and then returning to the High School Parking Lot.

**DISCUSSION**

**Noise:**

Parades generally produce a fair amount of noise. Subsection (e) of HMC9.20.030 allows for the City Council to grant a permit for noise generated from general entertainment, such as a parade. Based on this provision, and the fact that the applicant will obtain a parade permit, the noise generated from the parade is acceptable.

**Traffic:**

The parade route includes several public streets, which will be used by those participating in the parade. According to the applicant, the parade is anticipated to last between one and one and half hours and is scheduled to begin at 7:00pm. Traffic will likely be negatively affected during this period. No special measures or mitigation are being proposed by the applicant or required by the City. The parade does follow a portion of Hwy 99E and the applicant will be required to obtain a permit from ODOT prior to commencement of the parade (**Condition 1**).

**Trash and Debris:**

Parades will typically generate trash or other debris that may be left on City streets or sidewalk

It shall be the responsibility of the applicant to ensure that no trash or debris generated from the parade is left on any City street, sidewalk, or private property **(Condition 2)**.

Time and Duration:

As noted above, the parade is scheduled to begin at 7:00pm on December 7, 2019. It is anticipated that the parade will last no more than 2 hours. Therefore, the parade permit issued by the City shall be from 7:00 pm until 9:00 pm, on December 7, 2019 **(Condition 3)**.

Parade Route and Participation:

The applicant has submitted a parade route, which is described above. The parade shall be limited to the route approved by the City Council **(Condition 4)**. The applicant estimates that there will be roughly 100 participants in the parade. The number of participants and parade route are acceptable.

The parade route passes over both the UPRR and the PWN tracks. Therefore, the applicant shall communicate with both railroad organizations, and shall provide the City with the event code from UPRR. **(Condition 5)**. The applicant will also be required to assign the responsibility of contacting the railroad organizations on the day of the event to one of the parade organizers.

## CONCLUSION

The proposed parade is consistent with the provisions in the Harrisburg Municipal Code, and, as conditioned, will ensure that any adverse impacts to the public and City's infrastructure are mitigated.

## RECOMMENDED ACTION

The City Council is requested to review the parade permit application materials, evaluate the request against the applicable municipal code provisions, and decide whether to:

1. Approve the request as proposed;
2. Approve the request, as revised by the City Council; or,
3. Deny the request.

Based on the information provided by the applicant, and the applicable municipal code provisions, staff recommends the City Council approve the request, subject to conditions of approval:

## CONDITIONS OF APPROVAL

1. The applicant shall obtain approval from ODOT for the proposed parade and provide documentation to the City of the approval, prior to the commencement of the parade.
2. The applicant shall be responsible to remove any trash or debris on the City street or sidewalks generated by the parade and its participants.
3. The parade shall be held on December 7, 2019, between the hours of 7:00 and 9:00 pm.
4. The parade shall be limited to the route approved by the City Council.
5. The applicant shall communicate the parade route and event to both UPRR and PWN; will provide the City with the event code from UPRR, and will assign the responsibility of contacting both railroad organizations to a parade organizer for the day of the event.

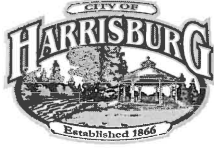
MOTION (If necessary):

*I move to approve the 2019 Light Parade permit, subject to the Conditions of Approval.*

REVIEW AND APPROVAL:

John Hitt  
City Administrator

Date



## **Harrisburg Parade Permit Application**

The City of Harrisburg requires a Parade Permit for any type of parade that may disrupt or interfere with traffic that uses the public right-of-way that consists of ten or more persons, or five or more vehicles. HMC 10.05.270 specifies the requirements for applying for a parade permit.

Your application must be received a minimum of 30 days prior to the date of the parade unless special circumstances exist.

**Applicant:** Tri-County Chamber of Commerce

**Contact Information:** Name: Rick Kissock

Address: 341 W 6<sup>th</sup> Avenue Junction City, OR 97448

Email & Phone: rick@tri-countychamber.com 541-998-6154

**Type of Parade:** \_29<sup>th</sup> Annual Light Parade

**Date:** \_\_Saturday, December 7, 2019

**Staging Location & Dispersal Points:** \_Staging is on 9<sup>th</sup> street between LaSalle and the north end of the High School parking lot. Dispersal is via 9<sup>th</sup> at the end of the parade.

**Route:**

**xPlease provide a map of the proposed route. The staging and dispersal points should be included, as well as the location of any Linn County Deputies if required by ODOT.**

**Estimated number of participants (persons, vehicles and animals):** 50-75 entries, consisting of floats, vehicles and some waling groups. There haven't been horses in years but they can be used. Roughly 100 people are in the Harrisburg parade between drivers, walkers, and people riding floats.

**Start and End Time:** \_7:00pm to 9:00pm.

**If the proposed route of the parade crosses Hwy 99E (3<sup>rd</sup> St), then an approved parade permit from the State Department of Transportation (ODOT) will be required prior to the date of the parade.**

X I have applied for the Parade permit from ODOT. Please provide a copy of the ODOT application with this parade permit application.

- ☐ I have received the approved permit from ODOT, and will supply a copy to the City with this application.

**The applicant is responsible for contacting law enforcement in order to arrange for deputies to assist with the parade. ODOT parades permits generally require law enforcement to sign the permit, and requires them to be at the main detour points on the highway. After obtaining their signature and approval of the ODOT Parade Permit, you must schedule a time to get in touch with them, in order to arrange for scheduling for the parade. Harrisburg contracts out for our law enforcement; we use the Linn County Sheriff's Office (LCSO) for those services. The office number LCSO is 541-967-3950.**

#### **Rail Safety Procedures**

**If the proposed route of the parade crosses either of the railroad tracks, then you are required to notify both UPRR or PWN of the crossing 30-days prior to your event.**

**UPRR:** Call the Critical Incident Line at 1-888-877-7267, a minimum of 30 days ahead of the event. Report the route, date and time of the event. Obtain an event code: 2019-10-25-311CW

**Day of Event:** A minimum of 2 hours prior to your parade, call the number above, and check in with your event code to make sure that everything is still ok for your event.


- ☐ I have contacted UPRR to notify them of the date, time and route for the parade. I have included the event code above.
- ☐ I have assigned contact information for the day of the parade to one of the parade organizers. This person will be responsible for contacting UPRR on the day of the event.

**PWN:** Call the Director of Dispatch at 1-503-365-7717. (General Dispatch Station is 1-503-480-7784) Send maps and reports for parade to Steven Yoder, and to a general mailbox for PWN: pw-trainmasters@gwrr.com.

- ☐ I have contacted PWN to inform them of the route, date and time of the event.

We highly encourage you to find general rail safety information on-line at www.oli.org.

**By signing below, you are hereby indicating that you will abide by the City's ordinances and will comply with all requirements of HMC Chapter 10.05, and any supplemental Conditions of Approval that may be assigned to said parade permit.**

  
Signature

10-22-19  
Date



## **HMC 10-05-270 – 10.05.300**

### **10.05.270 Parade permit.**

1. Application for a parade permit shall be made to the City Recorder at least 30 days before the date of the parade unless the time limit is waived by the City Council.
2. The application shall be signed by the person designated as chairperson of the parade and shall include the following:
  - a. The name and address of the person responsible for the parade.
  - b. The date of the parade.
  - c. The desired route, including assembling and dispersal points.
  - d. The number of persons, vehicles and animals that will participate.
  - e. The proposed starting and ending time.
  - f. The appropriate permit has been received from the State Department of Transportation if the parade crosses or uses Hwy 99E. [Ord. 907 § 4, 2012; Ord. 906 § 1, 2012.]

### **10.05.280 Issuance or denial of permit.**

1. The City Recorder shall issue a parade permit conditioned on the applicant's written agreement to comply with terms of the permit unless the City Council finds that:
  - a. The time, route and size of the parade will disrupt the movement of other traffic to an unreasonable extent.
  - b. The parade is of a size or nature that requires the diversion of so great a number of law enforcement officers to properly police the line of movement and contiguous areas that allowing the parade would deny reasonable law enforcement protection to the jurisdiction.
  - c. The parade will interfere with another parade or other activity for which a permit has been issued.
  - d. Information contained in the application is found to be false or a material detail is omitted.
  - e. The applicant refuses to agree to abide by or comply with all conditions of the permit.
2. If one or more of the conditions listed in subsection (1) of this section, other than subsection (1)(e) of this section, exists, the City Council may include provisions in the permit that are necessary to alleviate the conditions, including but not limited to:
  - a. Requiring an alternate date.
  - b. Requiring an alternate route.
  - c. Restricting the size of the parade.
3. The City Recorder shall notify the applicant of the decision within five days after receipt of the application. [Ord. 907 § 4, 2012; Ord. 906 § 1, 2012.]

### **10.05.290 Parade offenses.**

1. No person shall unreasonably interfere with a parade or a parade participant.
2. No person shall operate a vehicle that is not part of a parade between the vehicles or persons in the parade. [Ord. 907 § 4, 2012; Ord. 906 § 1, 2012.]

**10.05.300 Permit revocable.**

The City Recorder may revoke a parade permit if circumstances clearly show that the parade no longer can be conducted consistent with public safety. [Ord. 907 § 4, 2012; Ord. 906 § 1, 2012.]

# TRI-COUNTY



CHAMBER of COMMERCE

4.

September 9, 2019

Mayor Robert Duncan,  
City Councilors,  
City Administrator  
PO Box 378  
Harrisburg, OR 97446

The Tri-County Chamber of Commerce is requesting the use of the following streets to hold our 29<sup>th</sup> Annual Light Parade in Harrisburg on Saturday, December 7, 2019.

Line up on 9<sup>th</sup> Street between LaSalle and north end of the high school parking lot.

Parade Route (map attached)

Parade goes north on 9<sup>th</sup> to Territorial Street, west on Territorial to 3<sup>rd</sup> Street, south on 3<sup>rd</sup> Street to Smith Street, east on Smith Street to 9<sup>th</sup> Street and back to staging area.

We are asking for the closure of the above streets for the safety of the participants and attendees.

I have requested a permit from ODOT for use of Highway 99 during the event.

Thank you for your consideration.

Sincerely,

Rick Kissock  
Executive Director

RECEIVED SEP 13 REC'D

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Department of Transportation



# APPLICATION AND PERMIT TO OCCUPY OR PERFORM OPERATIONS UPON A STATE HIGHWAY

See Oregon Administrative Rule, Chapter 734, Division 55

PERMIT NUMBER

CLASS:

KEY#

<b>GENERAL LOCATION</b>		<b>PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)</b>	
HIGHWAY NAME AND ROUTE NUMBER <i>OR-99E/58/ Albany-Junction City</i>		<input type="checkbox"/> POLE LINE	TYPE MIN. VERT. CLEARANCE
HIGHWAY NUMBER <i>58</i>	COUNTY <i>Linn</i>	<input type="checkbox"/> BURIED CABLE	TYPE
BETWEEN OR NEAR LANDMARKS <i>Interchange Highway and Smith Street</i>		<input type="checkbox"/> PIPE LINE	TYPE
HWY. REFERENCE MAP		<input type="checkbox"/> NON-COMMERCIAL SIGN	FEE AMOUNT
DESIGNATED FREEWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW	
IN U.S. FOREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		BOND REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
APPLICANT NAME AND ADDRESS <i>Tri-County Chamber of Commerce Attn: Rick Kisser 541-998-6154 341 W 6th Ave Junction City, OR 97448</i>		FOR ODOT USE ONLY REFERENCE: OAR 734-55 035(2) AMOUNT OF BOND	
		INSURANCE REQUIRED REFERENCE: OAR 734-55 035(1) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
		SPECIFIED COMP. DATE	

**DETAIL LOCATION OF FACILITY (For more space attach additional sheets)**

MILE POINT TO	MILE POINT	ENGINEERS STATION TO	ENGINEERS STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM CENTER OF PVMT	R/W LINE	BURIED CABLE OR PIPE DEPTH/VERT.	SIZE AND KIND	SPAN LENGTH
28.48	28.58	1375+00	1378+00	Both	X	X	X	Round	11' x 11'

DESCRIPTION AND LOCATION OF NON-COMMERCIAL SIGNS OR MISCELLANEOUS OPERATIONS FACILITIES

*Permit is for round crossing Saturday Dec 7, 2019 6pm - 8pm*

SPECIAL PROVISIONS (FOR MORE SPACE ATTACH ADDITIONAL SHEETS)

TRAFFIC CONTROL REQUIRED

☒ YES [OAR 734-55-025(6)]☐ NO

- OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED?

☐ YES [OAR 734-55-100(2)]☒ NO [OAR 734-55-100(1)]

AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE AT TELEPHONE NUMBER:

OR FAX A COPY OF THIS PAGE TO THE DISTRICT OFFICE AT: \_\_\_\_\_

SPECIFY TIME AND DATE IN THE SPACE BELOW.

A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.

ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503) 232-1987.

CALL BEFORE YOU DIG 1-800-332-2344

COMMENTS - ODOT USE ONLY

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE

TITLE

DATE

☒

APPLICANT SIGNATURE

APPLICATION DATE

TITLE

TELEPHONE NO.

When this application is approved by the Department, the applicant is subject to, accepts and approves the terms and provisions contained and attached: and the terms of Oregon Administrative Rules, Chapter 734, Division 55, which is by this reference made a part of this permit.

DISTRICT MANAGER OR REPRESENTATIVE

APPROVAL DATE

☒

734-3457(2-06)

# 2019 Light Parades

Junction City - December 6    Harrisburg - December 7    Coburg - December 8



**Sponsored by:**  
Emerald People's Utility District  
Pacific Power  
Blachly Lane Electric Coop



**2019 Theme:**

*"Christmas At Our House"*

Please return the completed registration and waiver form and **\$10 fee** (covers participation in all three parades) to the Tri-County Chamber of Commerce at 341 West 6<sup>th</sup> Avenue, Junction City, OR 97448 by November 27, 2019. If you have questions, please call the Tri-County Chamber at 541.998.6154.

**Staging and judging begins at 6:15 pm – Parades start at 7:00 pm**

## REQUIREMENTS:

1. ONE SANTA ONLY PER PARADE TO BE SELECTED BY THE CHAMBER BOARD.
2. ONLY WALKERS CAN HAND OUT CANDY, absolutely no throwing from the floats or vehicles. Violators will be asked to leave the parade.
3. It is the participant's responsibility to provide their own walkers.
  - a. At least 2 walkers are required with each entry.
  - b. Walkers must be age 14 years or over.
4. All entries must have lights.
5. Animal entries are required to have a pooper-scooper after them.
6. All entries must check in at the registration desk at each staging area.
 

Junction City	Sixth Avenue in front of Junction City High School
Harrisburg	Ninth Street in front of Harrisburg High School
Coburg	Truck-n-Travel Parking Lot at the end of E. Delany
7. All entries must have a signed waiver form to participate.
8. All entries must not exceed 13'6" in height and 15'0" in width.
9. During the parade, should your float break down on the route, please move it to the side.
10. **Alcohol is not permitted on the floats or any entries during the parade.** If alcohol is detected, you will be asked to remove your entry from the parade.
11. All entries **must prominently display the name of the sponsoring business, organization or individual on both sides of the float.**

Tri-County Chamber of Commerce • 541.998.6154 • [info@tri-countychamber.com](mailto:info@tri-countychamber.com) • fax 541.998.1037

# 2019 Light Parade Registration-Waiver Form

**Registration and Fee:** Please return the completed registration and waiver form and **\$10 fee** (covers participation in all three parades) to the Tri-County Chamber of Commerce at 341 West 6<sup>th</sup> Avenue, Junction City, OR 97448 by **November 27, 2019**.

**Event Waiver:** In consideration of the Tri-County Chamber of Commerce, the Coburg Chamber of Commerce, the cities of Junction City, Harrisburg, Monroe, and Coburg (hereinafter referred to as the **Parade of Lights**), I/We hereby waive and release any and all rights and claims of any nature that I/We may have against the Parade of Lights, their officers, employees, volunteers, agents, assignees, licensees, and cooperating entities for and against any and all injuries and damages of any nature which I/We may suffer while taking part in any activities connected with this event. This release shall be binding upon my/our heirs, executors, administrators and/or assigns. I/We have read and agree to abide by all Parade of Lights guidelines including:

- ONLY WALKERS CAN HAND OUT CANDY, absolutely no throwing from the floats or vehicles. This is a safety issue. Violators will be asked to leave the parade.
- At least 2 walkers are required with each entry. Walkers must be age 14 years or over.
- All entries must have lights.
- Animal entries are required to have a pooper-scooper after them.
- All entries must have a signed waiver form to participate.
- All entries must not exceed 13'6" in height and 15'0" in width
- Alcohol is not permitted on the floats or any entries during the parade. If alcohol is detected, you will be asked to remove your entry from the parade.

Registration Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Contact (please print) \_\_\_\_\_ Signature \_\_\_\_\_

**\$10 Fee** Check \_\_\_\_ Cash \_\_\_\_ CC \_\_\_\_\_ Exp \_\_\_\_\_  
(This flat fee of \$10 covers your participation in all three parades.)

Float Description: \_\_\_\_\_

We will participate in the following parades: \_\_\_\_ Junction City \_\_\_\_ Harrisburg \_\_\_\_ Coburg

**Veneta Light Parade:** Thursday, December 5. Contact the Fern Ridge Chamber at 541.935.8443.

**Monroe Light Parade:** Saturday, December 7. Contact Monroe Fire Department at 541.847.5170.



# CERTIFICATE OF LIABILITY INSURANCE


DATE (MM/DD/YYYY)

10/29/

4.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Dave Zech Insurance Agency, Inc. 321 Holly St. Junction City OR 97448	<b>CONTACT NAME:</b> Dave Zech, Agent <b>PHONE (A/C, No, Ext):</b> 541-998-8034 <b>E-MAIL ADDRESS:</b> dave@davezech.com <b>FAX (A/C, No):</b> 541-998-2712														
<b>INSURED</b> Tri County Chamber of Commerce 341 W. 6th Ave. Junction City OR 97448	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: State Farm Fire and Casualty Company</td><td>25143</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: State Farm Fire and Casualty Company	25143	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	A		97-CH-Q922-3	11/25/2018	11/25/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Holiday Light Parade

**CERTIFICATE HOLDER****CANCELLATION**City of Harrisburg  
Po Box 378  
Harrisburg OR 97446

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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d.



Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

**THE MATTER OF REVIEWING THE 1st QUARTER FY 2019-2020 FINANCIAL REPORT DOCUMENT.**

## STAFF REPORT:

## Exhibit A: 1st Quarter Financial Report

**ACTION: I MOVE TO APPROVE THE 1ST QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2019-2020.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	N/A	N/A

STAFF RECOMMENDATION:

**Staff recommend the City Council approve FY 2019-2020 1st quarter financial report.**

BACKGROUND INFORMATION:

The City's Finance Officer has prepared the 1<sup>st</sup> Quarter Financial Report for review by the City Council. The report shows all revenues and expenditures for the 1<sup>st</sup> quarter, as well as the total revenues and expenditures for fiscal year 2019-2020. The Council should review the document and raise any questions or concerns they may have to city staff. **Be aware that these numbers could change after fiscal year 2019-2020 is audited if there are any auditor adjustments or reclassifications.**

MOTION (If necessary):

*I move to approve the 1st quarter financial report for fiscal year 2019-2020.*

## REVIEW AND APPROVAL:

John Hitt  
Interim City Administrator

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING September 30, 2019**

**GENERAL FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	791,700.00	791,700.00	791,700.00	0.00	100.00%
TAXES	4,337.88	4,337.88	604,005.00	599,667.12	0.72%
FRANCHISE FEES	26,538.58	26,538.58	327,880.00	301,341.42	8.09%
LICENSES AND PERMITS	33,307.38	33,307.38	81,500.00	48,192.62	40.87%
INTERGOVERNMENTAL REVENUE	9,455.65	9,455.65	383,437.00	373,981.35	2.47%
FINES AND FORFEITURES	9,242.18	9,242.18	22,000.00	12,757.82	42.01%
INVESTMENT REVENUE	2,781.04	2,781.04	15,000.00	12,218.96	18.54%
MISCELLANEOUS REVENUE	4,375.56	4,375.56	17,750.00	13,374.44	24.65%
<b>TOTAL FUND REVENUE</b>	<b>881,738.27</b>	<b>881,738.27</b>	<b>2,243,272.00</b>	<b>1,361,533.73</b>	<b>39.31%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL	100,298.43	100,298.43	494,146.00	393,847.57	20.30%
MATERIALS & SERVICE	189,940.27	189,940.27	877,562.00	687,621.73	21.64%
CAPITAL OUTLAY	0.00	0.00	25,000.00	25,000.00	0.00%
SPECIAL PAYMENTS	15,000.00	15,000.00	15,000.00	0.00	100.00%
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00%
TRANSFERS OUT	76,749.98	76,749.98	247,000.00	170,250.02	31.07%
CONTINGENCY	0.00	0.00	218,327.00	218,327.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>381,988.68</b>	<b>381,988.68</b>	<b>1,877,035.00</b>	<b>1,495,046.32</b>	<b>20.35%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>499,749.59</b>	<b>499,749.59</b>	<b>1,877,035.00</b>	<b>1,377,285.41</b>	<b>26.62%</b>

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING September 30, 2019**

**STREET FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	552,400.00	552,400.00	552,400.00	0.00	100.00%
TAXES & ASSESSMENTS	121.50	121.50	432.00	310.50	28.13%
INTERGOVERNMENTAL REVENUE	65,951.80	65,951.80	342,170.00	276,218.20	19.27%
INVESTMENT REVENUE	2,846.31	2,846.31	11,500.00	8,653.69	24.75%
MISCELLANEOUS REVENUE	150.00	150.00	200.00	50.00	75.00%
TRANSFERS IN	41,249.97	41,249.97	165,000.00	123,750.03	25.00%
<b>TOTAL FUND REVENUE</b>	<b>662,719.58</b>	<b>662,719.58</b>	<b>1,071,702.00</b>	<b>408,982.42</b>	<b>61.84%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL	11,013.83	11,013.83	43,170.00	32,156.17	25.51%
MATERIALS & SERVICE	14,287.77	14,287.77	87,200.00	72,912.23	16.39%
CAPITAL OUTLAY	225.00	225.00	766,433.00	766,208.00	0.03%
TRANSFERS OUT	4,500.00	4,500.00	18,000.00	13,500.00	25.00%
CONTINGENCY	0.00	0.00	59,835.00	59,835.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>30,026.60</b>	<b>30,026.60</b>	<b>974,638.00</b>	<b>944,611.40</b>	<b>3.08%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>632,692.98</b>	<b>632,692.98</b>	<b>974,638.00</b>	<b>341,945.02</b>	<b>64.92%</b>

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING September 30, 2019**

**BIKE FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	33,900.00	33,900.00	33,900.00	0.00	100.00%
TAX REVENUE	666.18	666.18	2,500.00	1,833.82	26.65%
INVESTMENT REVENUE	146.99	146.99	550.00	403.01	26.73%
<b>TOTAL FUND REVENUE</b>	<b>34,713.17</b>	<b>34,713.17</b>	<b>36,950.00</b>	<b>2,236.83</b>	<b>93.95%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	0.00	36,950.00	36,950.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>36,950.00</b>	<b>36,950.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>34,713.17</b>	<b>34,713.17</b>	<b>36,950.00</b>	<b>2,236.83</b>	<b>93.95%</b>

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2019**

**COMMUNITY AND ECONOMIC DEVELOPMENT FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	334,800.00	334,800.00	334,800.00	0.00	100.00%
INVESTMENT REVENUE	1,404.67	1,404.67	8,000.00	6,595.33	17.56%
MISCELLANEOUS REVENUE	200.00	200.00	13,500.00	13,300.00	1.48%
<b>TOTAL FUND REVENUE</b>	<b>336,404.67</b>	<b>336,404.67</b>	<b>356,300.00</b>	<b>19,895.33</b>	<b>94.42%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	8,176.86	8,176.86	106,113.00	97,936.14	7.71%
CAPITAL OUTLAY	168,223.23	168,223.23	250,187.00	81,963.77	67.24%
<b>TOTAL FUND EXPENDITURES</b>	<b>176,400.09</b>	<b>176,400.09</b>	<b>356,300.00</b>	<b>179,899.91</b>	<b>49.51%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>160,004.58</b>	<b>160,004.58</b>	<b>356,300.00</b>	<b>196,295.42</b>	<b>44.91%</b>

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2019**

**LIBRARY FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	25,400.00	25,400.00	25,400.00	0.00	100.00%
INVESTMENT REVENUE	184.99	184.99	2,200.00	2,015.01	8.41%
MISCELLANEOUS REVENUE	326.00	326.00	1,950.00	1,624.00	16.72%
TRANSFERS IN	20,499.99	20,499.99	82,000.00	61,500.01	25.00%
<b>TOTAL FUND REVENUE</b>	<b>46,410.98</b>	<b>46,410.98</b>	<b>111,550.00</b>	<b>65,139.02</b>	<b>41.61%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL	10,259.20	10,259.20	50,848.00	40,588.80	20.18%
MATERIALS & SERVICE	5,563.45	5,563.45	25,300.00	19,736.55	21.99%
CAPITAL OUTLAY	0.00	0.00	5,000.00	5,000.00	0.00%
CONTINGENCY	0.00	0.00	5,578.00	5,578.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>15,822.65</b>	<b>15,822.65</b>	<b>86,726.00</b>	<b>70,903.35</b>	<b>18.24%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>30,588.33</b>	<b>30,588.33</b>	<b>86,726.00</b>	<b>56,137.67</b>	<b>35.27%</b>

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING September 30, 2019**

**STORM DRAIN FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	240,800.00	240,800.00	240,800.00	0.00	100.00%
STORM WATER ASSESSMENT REVENUES	16,672.34	16,672.34	65,000.00	48,327.66	25.65%
INVESTMENT REVENUE	1,273.92	1,273.92	4,800.00	3,526.08	26.54%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL FUND REVENUE</b>	<b>258,746.26</b>	<b>258,746.26</b>	<b>310,600.00</b>	<b>51,853.74</b>	<b>83.31%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	1,273.03	1,273.03	20,000.00	18,726.97	6.37%
CAPITAL OUTLAY	0.00	0.00	290,600.00	290,600.00	0.00%
TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>1,273.03</b>	<b>1,273.03</b>	<b>310,600.00</b>	<b>309,326.97</b>	<b>0.41%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>257,473.23</b>	<b>257,473.23</b>	<b>310,600.00</b>	<b>53,126.77</b>	<b>82.90%</b>

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING September 30, 2019**

**DEBT SERVICES FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	57,350.00	57,350.00	57,350.00	0.00	100.00%
TAXES	499.41	499.41	389,150.00	388,650.59	0.13%
INVESTMENT REVENUE	375.68	375.68	1,800.00	1,424.32	20.87%
<b>TOTAL FUND REVENUE</b>	<b>58,225.09</b>	<b>58,225.09</b>	<b>448,300.00</b>	<b>390,074.91</b>	<b>12.99%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PRINCIPLE	0.00	0.00	30,050.00	30,050.00	0.00%
INTEREST	0.00	0.00	31,600.00	31,600.00	0.00%
UNAPPROPRIATED	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>61,650.00</b>	<b>61,650.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>58,225.09</b>	<b>58,225.09</b>	<b>61,650.00</b>	<b>3,424.91</b>	<b>94.44%</b>



**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2019**

**OFFICE EQUIPMENT FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	21,700.00	21,700.00	21,700.00	0.00	100.00%
INVESTMENT REVENUE	123.53	123.53	450.00	326.47	27.45%
TRANSFERS IN	36,000.00	36,000.00	36,000.00	0.00	100.00%
<b>TOTAL FUND REVENUE</b>	<b>57,823.53</b>	<b>57,823.53</b>	<b>58,150.00</b>	<b>326.47</b>	<b>99.44%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	32,232.28	32,232.28	42,150.00	9,917.72	76.47%
CAPITAL OUTLAY	0.00	0.00	16,000.00	16,000.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>32,232.28</b>	<b>32,232.28</b>	<b>58,150.00</b>	<b>25,917.72</b>	<b>55.43%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>25,591.25</b>	<b>25,591.25</b>	<b>58,150.00</b>	<b>32,558.75</b>	<b>44.01%</b>

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING September 30, 2019**

**EQUIPMENT FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	195,400.00	195,400.00	195,400.00	0.00	100.00%
INVESTMENT REVENUE	899.97	899.97	5,500.00	4,600.03	16.36%
TRANSFERS IN	13,500.00	13,500.00	54,000.00	40,500.00	25.00%
<b>TOTAL FUND REVENUE</b>	<b>209,799.97</b>	<b>209,799.97</b>	<b>254,900.00</b>	<b>45,100.03</b>	<b>82.31%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	1,824.46	1,824.46	254,900.00	253,075.54	0.72%
<b>TOTAL FUND EXPENDITURES</b>	<b>1,824.46</b>	<b>1,824.46</b>	<b>254,900.00</b>	<b>253,075.54</b>	<b>0.72%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>207,975.51</b>	<b>207,975.51</b>	<b>254,900.00</b>	<b>46,924.49</b>	<b>81.59%</b>

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING September 30, 2019**

**WATER FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	397,400.00	397,400.00	397,400.00	0.00	100.00%
SERVICES REVENUE	184,269.56	184,269.56	618,000.00	433,730.44	29.82%
INVESTMENT REVENUE	2,616.76	2,616.76	12,000.00	9,383.24	21.81%
MISCELLANEOUS REVENUE	8,379,475.20	8,379,475.20	8,113,350.00	(266,125.20)	103.28%
<b>TOTAL FUND REVENUE</b>	<b>8,963,761.52</b>	<b>8,963,761.52</b>	<b>9,140,750.00</b>	<b>176,988.48</b>	<b>98.06%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL SERVICES	106,698.35	106,698.35	425,793.00	319,094.65	25.06%
MATERIALS & SERVICE	39,850.23	39,850.23	252,600.00	212,749.77	15.78%
CAPITAL OUTLAY	39,095.24	39,095.24	7,650,000.00	7,610,904.76	0.51%
TRANSFERS OUT	21,249.98	21,249.98	61,000.00	39,750.02	34.84%
CONTINGENCY	0.00	0.00	79,470.00	79,470.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>206,893.80</b>	<b>206,893.80</b>	<b>8,468,863.00</b>	<b>8,261,969.20</b>	<b>2.44%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>8,756,867.72</b>	<b>8,756,867.72</b>	<b>8,468,863.00</b>	<b>(288,004.72)</b>	<b>103.40%</b>

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING September 30, 2019**

**SEWER FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	245,100.00	245,100.00	245,100.00	0.00	100.00%
SERVICES REVENUE	193,968.75	193,968.75	772,550.00	578,581.25	25.11%
INVESTMENT REVENUE	2,486.78	2,486.78	9,500.00	7,013.22	26.18%
MISCELLANEOUS REVENUE	6,432.00	6,432.00	356,436.00	350,004.00	1.80%
<b>TOTAL FUND REVENUE</b>	<b>447,987.53</b>	<b>447,987.53</b>	<b>1,383,586.00</b>	<b>935,598.47</b>	<b>32.38%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL SERVICES	109,769.88	109,769.88	433,793.00	324,023.12	25.30%
MATERIALS & SERVICE	35,233.23	35,233.23	239,050.00	203,816.77	14.74%
CAPITAL OUTLAY	7,885.00	7,885.00	60,000.00	52,115.00	13.14%
DEBT SERVICES	0.00	0.00	470,500.00	470,500.00	0.00%
TRANSFERS OUT	14,999.99	14,999.99	36,000.00	21,000.01	41.67%
CONTINGENCY	0.00	0.00	51,679.00	51,679.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>167,888.10</b>	<b>167,888.10</b>	<b>1,291,022.00</b>	<b>1,123,133.90</b>	<b>13.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>280,099.43</b>	<b>280,099.43</b>	<b>1,291,022.00</b>	<b>1,010,922.57</b>	<b>21.70%</b>

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING September 30, 2019**

**WATER RESERVE FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	274,300.00	274,300.00	274,300.00	0.00	100.00%
INVESTMENT REVENUE	1,297.00	1,297.00	5,000.00	3,703.00	25.94%
TRANSFERS IN	6,249.99	6,249.99	25,000.00	18,750.01	25.00%
<b>TOTAL FUND REVENUE</b>	<b>281,846.99</b>	<b>281,846.99</b>	<b>304,300.00</b>	<b>22,453.01</b>	<b>92.62%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	0.00	304,300.00	304,300.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>304,300.00</b>	<b>304,300.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>281,846.99</b>	<b>281,846.99</b>	<b>304,300.00</b>	<b>22,453.01</b>	<b>92.62%</b>

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2019**

**SEWER RESERVE FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	374,300.00	374,300.00	374,300.00	0.00	100.00%
INVESTMENT REVENUE	1,878.03	1,878.03	10,000.00	8,121.97	18.78%
TRANSFERS IN	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL FUND REVENUE</b>	<b>376,178.03</b>	<b>376,178.03</b>	<b>384,300.00</b>	<b>8,121.97</b>	<b>97.89%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	12,086.66	12,086.66	734,300.00	722,213.34	1.65%
<b>TOTAL FUND EXPENDITURES</b>	<b>12,086.66</b>	<b>12,086.66</b>	<b>734,300.00</b>	<b>722,213.34</b>	<b>1.65%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>364,091.37</b>	<b>364,091.37</b>	<b>734,300.00</b>	<b>370,208.63</b>	<b>49.58%</b>

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2019**

**TRANSPORTATION SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	524,100.00	524,100.00	524,100.00	0.00	100.00%
ASSESSMENTS	172.31	172.31	9,135.00	8,962.69	1.89%
INVESTMENT REVENUE	2,302.01	2,302.01	10,000.00	7,697.99	23.02%
<b>TOTAL FUND REVENUE</b>	<b>526,574.32</b>	<b>526,574.32</b>	<b>543,235.00</b>	<b>16,660.68</b>	<b>96.93%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	0.00	543,235.00	543,235.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>543,235.00</b>	<b>543,235.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>526,574.32</b>	<b>526,574.32</b>	<b>543,235.00</b>	<b>16,660.68</b>	<b>96.93%</b>

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING September 30, 2019**

**PARKS SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	204,300.00	204,300.00	204,300.00	0.00	100.00%
ASSESSMENTS	0.00	0.00	5,400.00	5,400.00	0.00%
INVESTMENT REVENUE	1,124.21	1,124.21	4,800.00	3,675.79	23.42%
<b>TOTAL FUND REVENUE</b>	<b>205,424.21</b>	<b>205,424.21</b>	<b>214,500.00</b>	<b>9,075.79</b>	<b>95.77%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	0.00	214,500.00	214,500.00	0.00%
UNAPPROPRIATED FUND BALANCE	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>214,500.00</b>	<b>214,500.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>205,424.21</b>	<b>205,424.21</b>	<b>214,500.00</b>	<b>9,075.79</b>	<b>95.77%</b>



**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2019**

**STORM DRAIN SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	79,700.00	79,700.00	79,700.00	0.00	100.00%
ASSESSMENTS	7,713.60	7,713.60	1,350.00	(6,363.60)	571.38%
INVESTMENT REVENUE	938.13	938.13	1,200.00	261.87	78.18%
<b>TOTAL FUND REVENUE</b>	<b>88,351.73</b>	<b>88,351.73</b>	<b>82,250.00</b>	<b>(6,101.73)</b>	<b>107.42%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	0.00	82,250.00	82,250.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>82,250.00</b>	<b>82,250.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>88,351.73</b>	<b>88,351.73</b>	<b>82,250.00</b>	<b>(6,101.73)</b>	<b>107.42%</b>

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING September 30, 2019**

**WATER SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	238,500.00	238,500.00	238,500.00	0.00	100.00%
ASSESSMENTS	4,223.00	4,223.00	12,666.00	8,443.00	33.34%
INVESTMENT REVENUE	504.66	504.66	4,200.00	3,695.34	12.02%
<b>TOTAL FUND REVENUE</b>	<b>243,227.66</b>	<b>243,227.66</b>	<b>255,366.00</b>	<b>12,138.34</b>	<b>95.25%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	0.00	255,366.00	255,366.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>255,366.00</b>	<b>255,366.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>243,227.66</b>	<b>243,227.66</b>	<b>255,366.00</b>	<b>12,138.34</b>	<b>95.25%</b>

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING September 30, 2019**

**SEWER SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	736,100.00	736,100.00	736,100.00	0.00	100.00%
ASSESSMENTS	7,180.00	7,180.00	10,770.00	3,590.00	66.67%
INVESTMENT REVENUE	3,138.88	3,138.88	12,500.00	9,361.12	25.11%
<b>TOTAL FUND REVENUE</b>	<b>746,418.88</b>	<b>746,418.88</b>	<b>759,370.00</b>	<b>12,951.12</b>	<b>98.29%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	0.00	759,370.00	759,370.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>759,370.00</b>	<b>759,370.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>746,418.88</b>	<b>746,418.88</b>	<b>759,370.00</b>	<b>12,951.12</b>	<b>98.29%</b>

Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

6.

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**THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

Exhibit A: The matter of Approving the Amendment to the OCWCOG/City of Harrisburg IGA to Reflect the Changes to IT Services Rates

Exhibit B: The matter of Approving the OCWCOG/City of Harrisburg City Administrator Recruitment IGA Amendment

Exhibit C: Payment Approval Report for September 2019

Exhibit D: Payment Approval Report for October 2019

Exhibit E: City Council Minutes of August 13, 2019

Exhibit F: City Council Work Session Minutes for August 27, 2019

Exhibit G: Personnel Committee Minutes for August 8, 2019

Exhibit H: Personnel Committee Minutes for August 12, 2019

Exhibit I: Personnel Committee Minutes for October 21, 2019

**ACTION:** Motion to approve the consent List

A motion to approve the consent list will approve the following:

1. The approval of the Amendment to the IGA for IT Services with OCWCOG.
2. The approval of the Amendment to the IGA for the City Administrator Recruitment with OCWCOG
3. The payment approval report for both September and October 2019
4. The City Council minutes of August 13 and August 27, 2019

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**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda

**STAFF RECOMMENDATION:**

**Staff recommends the City Council approve the consent list.**

6.

**BACKGROUND INFORMATION:**

**Construction Permits:**

September:	Submitted: 15
	Issued: 12
October:	Submitted: 5
	Issued: 4

No new Home permits were submitted in either month.

**YTD Valuation:** *Please note valuation is not added to the City's property tax base until the fall period following when the permit is finalized. As such, the typical timeframe for most construction to show up on our tax base is the following year in November. The valuation figure includes new home values, the value of commercial or industrial construction, and the value of extensive remodels.*

**2019 YTD Valuation: \$ 5,245,920.69**

No changes in September & October; most of the permits are mechanical or plumbing permits.

**Business Licenses Issued:** None

**Committee Minutes:** *Please note all committee/board minutes are approved by the individual committee, and not by the City Council consent agenda approval.*

**Library Board: Chairperson; Cassandra Barney**

The Library Board meets on an every other month basis, but has been meeting more frequently this summer. The minutes from August 8, 2019, are in the final stages of being reviewed.

*Next Scheduled Meeting: November 14, 2019*

**Personnel Committee: Chairperson; Kimberly Downey**

The Personnel Committee met on August 8, and August 12. Those minutes are attached as exhibits.

The Personnel Committee also met on October 9, 2019. Those minutes are not yet available.

The Personnel Committee also met on October 21, 2019. Those minutes are attached.

*Next Scheduled Meeting: Nov 20<sup>th</sup> or 21<sup>st</sup>, 2019*

**Planning Commission: Chairperson; Todd Culver**

The Planning Commission met on October 15, 2019. Those minutes are not yet available.

*Next Scheduled Meeting: November 19, 2019*

**MOTION (If necessary):**

*I move to approve the consent list.*

REVIEW AND APPROVAL:11.05.19

Michele Eldridge  
Asst. City Administrator

Date

## STAFF REPORT:

Exhibit B: Amendment No. 1 to the IGA with OCWCOG

**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
Varies	Yes	General Fund/Library Fund

**Staff recommend that the Council approve the Consent List and thereby approve the amendment to the IGA with OCWCOG for IT services**

The City currently has an IGA with OCWCOG for IT services, which was entered into in 2018. **(Exhibit A).** OCWCOG has recently revised their hourly rates for IT services, and therefore is asking to revise and amend the original IGA from 2018. The Amendment is referred to as Amendment No. 1, and can be found in **Exhibit B.**

The action of Adopting the Consent List will approve the amendment to the original IGA for IT services with OCWCOG

John Hitt  
City Administrator

Date



1400 Queen Ave SE • Suite 201 • Albany, OR 97322  
(541) 967-8720 • FAX (541) 967-6123

October 1, 2018

City of Harrisburg  
Attn: Brian Latta, City Administrator  
PO Box 378  
Harrisburg, OR 97446

RE: Technology Services IGA between City of Harrisburg and OCWCOG

Dear Mr. Latta,

We would like to update and renew our Intergovernmental Agreement for Technology Services. To do so we need to take the following action; provide you with written notice of intent to cancel your current contract; and, have you sign your new contract to extend the expiration date.

In accordance with Section II "Terms of Agreement" between the City of Harrisburg and Oregon Cascades West Council of Governments, we are providing you with written notification of our intent to cancel the agreement dated July 23, 2013, effective November 30, 2018.

We have prepared a new Intergovernmental Agreement in its entirety that if signed, would then become effective December 1, 2018. You will notice within the new agreement, that there is now an expiration date of June 30, 2020.

We also have to realign our hourly rate structure. You will see in the IGA Attachment A that they are now split into two parts and that our hourly rates have increased. Because OCWCOG has not updated or amended the rates in the previous agreement signed in 2013, there is now a significant difference in our current rates of service. In recognition of this, and to ease any cost concern, we are phasing in our new rates over seven months in by splitting the difference between the old and new rates. The new rates are set to become effective July 1, 2019.

Our new rates are still lower, or as competitive, as the industry standard. We also intend to move away from an hourly rate structure and meet your cities needs through the purchase of broad based service packages. We believe this new business plan, once rolled out, will increase the level of service you currently enjoy, be more predictable in everyday tasks, and lower your overall costs.

Please also bear in mind that as stated within the closing paragraph of Attachment A, these rates may be changed by the OCWCOG Board, through an amendment process, during the terms of the agreement.

We look forward to discussing these new service packages as they become available.

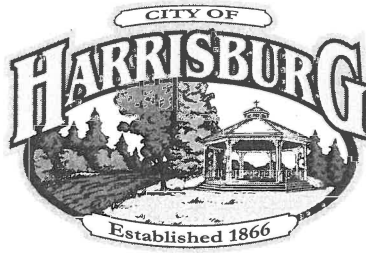
OCWCOG would like to thank you for your contractual partnership for the past 5 years, and hope to continue our work for you through this new agreement.

Thank you,

Pamela Fields  
OCWCOG Contracts Coordinator



120 Smith Street  
PO Box 378  
Harrisburg, OR 97446



(541) 995-6655  
FAX: (541) 995-9244  
TDD: (800) 753-2900

*"2002 Award of Excellence"*

*"2006 All-America City Finalist"*

October 30, 2018

[www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us)

Oregon Cascades West Council of Governments  
Attn: Pamela Fields, Contracts Coordinator  
1400 Queen Avenue SE, Suite 201  
Albany, OR 97322

RE: Technology Services IGA between City of Harrisburg and OCWCOG

Dear Ms. Fields,

Please find enclosed the fully executed copy of the Technology Services IGA between the City of Harrisburg and the OCWCOG. I have retained one original copy of the agreement for our records.

If you have any questions regarding the information in this letter, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Latta".

Brian Latta  
City Administrator

# INTERGOVERNMENTAL AGREEMENT

Between

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS (OCWCOG)

and

City of Harrisburg, Oregon (CITY)

For

Technology Services

This Agreement is made and entered into upon execution by and between City of Harrisburg, Oregon, a municipal corporation of the State of Oregon, hereinafter known as CITY, and Oregon Cascades West Council of Governments, hereinafter known as OCWCOG, Oregon 190.010 intergovernmental agencies.

## Recitals

- A. ORS 190.010 permits units of local government agencies to enter into agreements for the performance of required duties or the exercise of permitted powers.
- B. CITY has the need of network and computer consulting services, maintenance, and related activities for City of Harrisburg technology systems on a request basis.
- C. OCWCOG has staff with the proper credentials, licensing and experience to provide such service.

THEREFORE, the parties to this intergovernmental agreement agree to the following terms and conditions:

## Agreement

### SECTION 1. SCOPE OF SERVICES

This Agreement shall be for the purpose of network and computer consulting services, maintenance, and related activities for City of Harrisburg systems on a request basis.

### SECTION 2. CITY RESPONSIBILITY

1. Using the Equipment "Maintenance and Repair Authorization" form (Exhibit B), provide OCWCOG with:
  - a. A list of equipment, networks, websites, or other technology intended for on-going maintenance or as needed repair services under this agreement.
  - b. Designated CITY staff authorized to:
    - i. Request maintenance or repair services

The CITY understands that these rates may be changed by the OCWCOG Board during the terms of the agreement. OCWCOG and the CITY may agree to amend this agreement to incorporate new rates. The CITY reserves the right to terminate the agreement if a satisfactory rate adjustment cannot be agreed upon.

- C. **Termination**: This agreement may be terminated by either party. Suspension in whole or in part of this agreement by either party will require thirty (30) days written notice to the other party. In the event of termination, CITY shall compensate OCWCOG for all services provided through the date of termination.
- D. **Assignability**: This contract is for the exclusive benefits of the parties hereto. It shall not be assigned, transferred, or pledged by either party without the prior written consent of all the remaining parties.
- E. **Discrimination**: The parties agree to comply with all applicable federal, state, and local laws, rules, and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, sexual orientation, gender identity or source of income.
- F. **Indemnification**: To the extent possible under the limits of the Oregon Tort Claims Act for local governments, CITY and OCWCOG shall hold each other harmless, indemnify and defend each other's officers, agents and employees from any and all liability, actions, claims, losses, damages or other costs that may be asserted by any person or entity arising from, during, or in connection with the performance of the work described in this agreement, except liability arising out of the sole negligence of either party or its employees. Such indemnification shall also cover claims brought against either party under state or federal workers compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification. This agreement should not be construed or interpreted in a manner that would waive Oregon Tort Claims Act Limits for local governments or otherwise render OCWCOG responsible for any amount of any claim, damages or liability that exceeds the Oregon Tort Claim Act limits for local governments
- G. **Public Contracts**: All parties shall comply with all federal, state and local laws, ordinances and regulations applicable to the work under this agreement, including, without limitation, the applicable provisions of ORS chapters 279A, B and C, particularly 279B.220-279B.235, as amended.
- H. **Personal Identifying Information**: OCWCOG agrees to safeguard personal identifying information in compliance with Oregon Revised Statutes ORS 646A.600, the Oregon Consumer Theft Protection Act and the Fair and Accurate Credit Transaction Act Provisions of the Federal Fair Credit Reporting Act. In the event of any inadvertent disclosure or release of information protected by any of these provisions, OCWCOG shall immediately notify CITY and shall hold harmless, defend and indemnify CITY for any costs related to notification, mitigation or remediation required by the disclosure by CITY.

**Attachment A****Hourly Rates**

OCWCOG's hourly rates as of December 1, 2018:

- Technology Services Manager \$ 97.74
- Network Operations Specialist \$ 87.10
- Network Support Specialist \$ 68.01
- Workstation Support Specialist \$ 78.84

OCWCOG's hourly rates as of July 1, 2019:

- Technology Services Manager \$110.48
- Network Operations Specialist \$112.20
- Network Support Specialist \$ 94.02
- Workstation Support Specialist \$ 78.84

The CITY understands that these rates may be changed by the OCWCOG Board during the terms of the agreement. OCWCOG and the CITY may agree to amend this agreement to incorporate new rates. The CITY reserves the right to terminate the agreement if a satisfactory rate adjustment cannot be agreed upon.

**EXHIBIT A****WORK ORDER**

This Work Order is an authorization to proceed on the work described in the attached Scope of Work:

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It is understood that the work described in the Scope of Work shall be completed by:

---

The Scope of Work shall be completed for a cost not to exceed: \_\_\_\_\_  
Compensation shall be paid on actual time and material.

Any amendments to the Scope of Work shall be agreed upon in writing.

---

City of Harrisburg (authorized signature)

Date

## EXHIBIT B

## Equipment Maintenance and Repair Authorization

1. This agreement includes maintenance and repairs within the capabilities of OCWCOG for all of CITY equipment that consists of computers, associated peripherals and software, printers, servers, switches, routers, firewalls, and wiring.

- a. Additional Equipment included in this agreement:

*N/A*

- b. Equipment specifically excluded from this agreement:

*N/A*

2. Maintenance and repairs under this agreement are in effect for all CITY locations except:

*N/A*

3. Maintenance and repair costs include labor, parts, and travel. Per incident, the dollar amount may not exceed \$ 1,000.<sup>00</sup> without prior written authorization from the CITY.

4. The following CITY staff may contract OCWCOG to schedule maintenance and repairs:

*Brian Latta, Michele Eldridge, Timi Gaines, Chuck Scholz*

5. The following CITY staff may approve maintenance and repair costs:

*Brian Latta, City Administrator ; Michele Eldridge, City Recorder/Asst. CA*

Any amendments to the Equipment Maintenance and Repair Authorization shall be agreed upon in writing.

*Brian Latta*

City of Harrisburg (authorized signature)

*10/15/18*

Date

**FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM**

**CERTIFICATION**

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

Brian Chytka  
Printed Name/Signature of Contractor Employee

30 Nov 2018  
Date

\_\_\_\_\_  
Printed Name/Signature of Contractor Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization and Title of Contractor Representative

**FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM**

**CERTIFICATION**

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

Laura A. South / Laura A. South  
Printed Name/Signature of Contractor Employee

11/30/18  
Date

\_\_\_\_\_  
Printed Name/Signature of Contractor Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization and Title of Contractor Representative



**REVISION TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN:**

**City of Harrisburg, Oregon (CITY)**

**AND**

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS (OCWCOG)**

**AMENDMENT #1**

WHEREAS, the parties agree to amend the agreement as follows:

1. **SECTION 4. PROVISIONS** subsection **B. Consideration**: has been amended as follows:

a. To incorporate **new hourly rates (Attachment A)** based on current FY 19-20 budget numbers, as approved by the OCWCOG Board.

2. The effective Date of this Amendment shall be October 1, 2019.

All other provisions of the *Agreement dated October 15, 2018* shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment on the date(s) indicated below.

CITY OF HARRISBURG

OREGON CASCADES WEST  
COUNCIL OF GOVERNMENTS

\_\_\_\_\_  
John Hitt  
City Administrator  
P.O. Box 378  
Harrisburg, OR 97446

Date

\_\_\_\_\_  
Fred Abousleman  
Executive Director  
1400 Queen Ave SE Ste. 201  
Albany, OR 97322

Date

9/14/19

**Attachment A****Hourly Rates**

OCWCOG's hourly rates as of October 1, 2019:

➤ Technology Services Manager	\$115.22
➤ Network Support Specialist	\$117.95
➤ Information Support Specialist	\$ 99.14
➤ Workstation Support Specialist	\$ 85.57
➤ Technology Support Specialist	\$ 77.39

CITY understands that these rates may be changed by the OCWCOG Board during the terms of the agreement. OCWCOG and the CITY may agree to amend this agreement to incorporate new rates. The CITY reserves the right to terminate the agreement if a satisfactory rate adjustment cannot be agreed upon.

Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

6.

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**THE MATTER OF APPROVING THE OCWCOG/CITY OF HARRISBURG CITY  
ADMINISTRATOR RECRUITMENT CONTRACT**

**STAFF REPORT:**

Exhibit A: Amended Agreement

**ACTION:** The action of Adopting the Consent List will approve the amendment to the original IGA for the City Administrator Recruitment Contract with OCWCOG

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**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
Add'l \$2,000	Yes	Personnel Services

**STAFF RECOMMENDATION:**

**Staff recommend that the Council approve the Consent List and thereby approve the amendment to the IGA with the OCWCOG**

**BACKGROUND INFORMATION:**

The Personnel Committee voted at the meeting of October 21<sup>st</sup> that they re-open the City Administrator Recruitment. On October 22, 2019, the City Council also voted to re-open the City Administrator Recruitment Process. Those motions were based on a suggested dollar amount of \$1,500. However, the actual revised agreement with OCWCOG shows a slightly larger amount of \$1,918.40. Therefore, the adoption of the consent list will approve the amendment to the IGA for a larger amount of up to \$2,000, and thereby increasing the original cap on the IGA from \$5,000 to \$7,000.

The original amount of \$10,000 for the recruitment process is still valid, but may need to be adjusted in the future if the City hires a City Administrator who negotiates moving costs as part of their recruitment.

**MOTION (If necessary):**

The action of Adopting the Consent List will approve the amendment to the original IGA for the City Administrator Recruitment Contract with OCWCOG

**REVIEW AND APPROVAL:**

John Hitt  
City Administrator

Date

6.

## AMENDMENT TO INTERGOVERNMENTAL AGREEMENT

This is Amendment number 1 to the Intergovernmental Agreement, which became effective as of October 10, 2019, between Oregon Cascades West Council of Governments, hereinafter referred to as "OCWCOG" and City of Harrisburg, a municipal corporation of Oregon, hereinafter referred to as "CITY".

1. This Amendment shall become effective on the date this Amendment has been fully executed by every party.
2. WHEREAS, the parties agree to amend the Intergovernmental Agreement as follows:

a. Section 4. Provisions. Provision B is hereby redacted in its entirety and replaced with the following:

B. Payment: OCWCOG will invoice CITY, specifically for all services in Attachment A, Section 1, an estimated sum of four thousand four hundred thirty six dollars and thirty cents (\$4,436.30), not to exceed five thousand dollars (\$5,000.00) or 52.13 hours, based on time required at \$95.92 per hour, at the end of the contract period, or when services/responsibilities have been completed, whichever occurs first.

In addition, CITY agrees to pay OCWCOG staff directly for all approved mileage expenses related to all work performed as outlined on Attachment A.

If requested by Work Order, CITY also agrees to pay for any added items outlined in Attachment A, Section 2, at the same \$95.92 hourly rate, which will be invoiced by OCWCOG.

City also agrees to pay for all items outlined in Attachment A, Section 3, an estimated sum of \$1,918.40, based on time required at \$95.92 per hour, at the end of the contract period or when services/responsibilities have been completed, whichever occurs first.

b. Attachment A, Scope of Work, is hereby expanded to include the following:

Section 3. OCWCOG Human Resources staff will initiate work in Section 3, upon execution of this Amendment for the estimated cost of \$1,918.40, based on time at the hourly rate of \$95.92 or 20 hours:

Activity		Estimated Time Required	Applied Rate	Final Cost
Online Recruitment Management	Post to desired sites	6	95.92	575.52
Online Recruitment Management	Maintain and monitor	8	95.92	767.36
Application Screening	Select applicant pool based upon application materials	6	95.92	575.52

The provisions of the Intergovernmental Agreement that are not amended by this Amendment shall remain unchanged and in full force and effect.

Date: 10/31/19

John E. Hitt  
 Authorizing Official, CITY

City of Harrisburg  
 City

PO Box 378  
 Address

Harrisburg, OR 97446  
 City, State, Zip

Date: 10/24/19

Fred Abousleman  
 Fred Abousleman, Executive Director

Oregon Cascades West Council of Governments  
 Organization

1400 Queen Ave SE, Ste. 205A  
 Address

Albany, OR 97322  
 City, State, Zip

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included. "

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
<b>1206</b>							
1206	Analytical Lab & Consultants	118137	Water Testing	08/31/2019	42.00	42.00	51-65-4200
1206	Analytical Lab & Consultants	118288	Water Testing	08/31/2019	183.00	183.00	51-65-4200
1206	Analytical Lab & Consultants	118339	Water Testing	08/31/2019	162.00	162.00	52-65-4600
1206	Analytical Lab & Consultants	118341	Water Testing	08/31/2019	72.00	72.00	52-65-4600
1206	Analytical Lab & Consultants	118685	Water Testing	08/31/2019	162.00	162.00	52-65-4600
1206	Analytical Lab & Consultants	118894	Water Testing	08/31/2019	72.00	72.00	52-65-4600
1206	Analytical Lab & Consultants	119149	Water Testing	08/31/2019	162.00	162.00	52-65-4600
Total 1206:					855.00	855.00	
<b>3892</b>							
3892	B & H Photo Video	162104331	Office Equipment	09/13/2019	179.82	179.82	40-65-8050
Total 3892:					179.82	179.82	
<b>2225</b>							
2225	B & I Hardware & Rental	334851	P/W Misc Supplies.	09/11/2019	44.99	44.99	10-72-4000
2225	B & I Hardware & Rental	336350	P/W Misc Supplies.	09/19/2019	49.54	49.54	10-72-6700
Total 2225:					94.53	94.53	
<b>1474</b>							
1474	Barncraft Building Supply	52090	Public Works Supplies	08/31/2019	90.72	90.72	51-65-4600
Total 1474:					90.72	90.72	
<b>3200</b>							
3200	Barnes & Noble, Inc.	3895219	Books	09/30/2019	228.21	228.21	24-60-2000
Total 3200:					228.21	228.21	
<b>3693</b>							
3693	Branch Engineering Inc	00012872	Engineering Services	09/19/2019	2,487.50	2,487.50	11-42-2100
3693	Branch Engineering Inc	00012873	Engineering Services	09/19/2019	190.00	190.00	10-41-4000
3693	Branch Engineering Inc	00012874	Engineering Services	09/19/2019	593.75	593.75	10-41-4000
3693	Branch Engineering Inc	00012876	Engineering Services	09/19/2019	556.25	556.25	23-75-7100
3693	Branch Engineering Inc	00012877	Engineering Services	09/19/2019	265.58	265.58	10-41-4000
Total 3693:					4,093.08	4,093.08	
<b>2405</b>							
2405	Branom Instrument Company LLC	INV/2019/2438	Misc W/S Exp	09/19/2019	65.54	65.54	52-65-4600
Total 2405:					65.54	65.54	
<b>3881</b>							
3881	Bridgeway Contracting, LLC	PAY REQUEST	Justice Center Remodel	09/19/2019	7,840.34	7,840.34	23-75-7100
Total 3881:					7,840.34	7,840.34	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
<b>3773</b>							
3773	CenturyLink	AUGUST 2019	Phone Bill	08/31/2019	45.43	45.43	52-65-3500
3773	CenturyLink	AUGUST 2019	Phone Bill	08/31/2019	47.08	47.08	52-65-3500
3773	CenturyLink	AUGUST 2019	Phone Bill	08/31/2019	46.42	46.42	51-65-3500
3773	CenturyLink	AUGUST 2019	Phone Bill	08/31/2019	9.45	9.45	51-65-3500
3773	CenturyLink	AUGUST 2019	Phone Bill	08/31/2019	47.08	47.08	52-65-3500
3773	CenturyLink	AUGUST 2019	Phone Bill	08/31/2019	44.77	44.77	52-65-3500
3773	CenturyLink	AUGUST 2019	Phone Bill	08/31/2019	13.44	13.44	24-60-2500
3773	CenturyLink	AUGUST 2019	Phone Bill	08/31/2019	47.08	47.08	52-65-3500
3773	CenturyLink	AUGUST 2019	Phone Bill	08/31/2019	67.27-	67.27-	10-69-3000
3773	CenturyLink	AUGUST 2019	Phone Bill	08/31/2019	67.27-	67.27-	51-65-3500
3773	CenturyLink	AUGUST 2019	Phone Bill	08/31/2019	67.27-	67.27-	52-65-3500
3773	CenturyLink	AUGUST 2019	Phone Bill	08/31/2019	45.43	45.43	52-65-3500
3773	CenturyLink	SEPT 2019 LD	Phone Bill	09/19/2019	.83	.83	10-69-3500
Total 3773:					145.20	145.20	
<b>2939</b>							
2939	Cobalt Computer Services, Inc.	16441	Computer Service	08/31/2019	62.50	62.50	40-65-8015
2939	Cobalt Computer Services, Inc.	16510	Computer Service	08/31/2019	40.00	40.00	40-65-8015
Total 2939:					102.50	102.50	
<b>3348</b>							
3348	Code Publishing, Inc.	64668	Codification Update	09/30/2019	264.00	264.00	10-60-2900
Total 3348:					264.00	264.00	
<b>2720</b>							
2720	Comcast	AUGUST 2019	Internet Service	08/31/2019	95.13	95.13	10-60-2000
2720	Comcast	AUGUST 2019	Internet Service	08/31/2019	43.43	43.43	51-65-3550
2720	Comcast	AUGUST 2019	Internet Service	08/31/2019	43.42	43.42	52-65-3550
Total 2720:					181.98	181.98	
<b>1210</b>							
1210	Conser Quarry Company	37352	Gravel	08/31/2019	111.15	111.15	10-72-6700
Total 1210:					111.15	111.15	
<b>2282</b>							
2282	EARTH20	640466	Bottled Water	08/31/2019	48.00	48.00	10-53-2200
2282	EARTH20	640466	Bottled Water	08/31/2019	2.49	2.49	10-53-2200
2282	EARTH20	640466	Bottled Water	08/31/2019	4.00	4.00	10-53-2200
2282	EARTH20	741464	Bottled Water	08/31/2019	9.60	9.60	10-53-2200
2282	EARTH20	741464	Bottled Water	08/31/2019	2.49	2.49	10-53-2200
2282	EARTH20	811075	Bottled Water	08/31/2019	4.00	4.00	10-53-2200
Total 2282:					70.58	70.58	
<b>1946</b>							
1946	Ferguson Waterworks	0796681	P/W Misc. Expense	08/31/2019	1,391.74	1,391.74	51-65-4600
1946	Ferguson Waterworks	0798244	P/W Misc. Expense	08/31/2019	16.70	16.70	52-65-4600
1946	Ferguson Waterworks	0799894	P/W Misc. Expense	08/31/2019	1,442.57	1,442.57	51-65-4600
1946	Ferguson Waterworks	0799901	P/W Misc. Expense	08/31/2019	468.05	468.05	51-65-4600
1946	Ferguson Waterworks	0800957	P/W Misc. Expense	08/31/2019	444.36	444.36	51-65-4600
1946	Ferguson Waterworks	0801159	P/W Misc. Expense	08/31/2019	197.06	197.06	51-65-4600



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
1946	Ferguson Waterworks	CM11514	P/W Misc. Expense	08/31/2019	211.34-	211.34-	51-65-4600
Total 1946:					3,749.14	3,749.14	
<b>3697</b>							
3697	Fewel, Brewer & Coulombe	101525	Attorney Fees	09/30/2019	234.75	234.75	10-42-2500
3697	Fewel, Brewer & Coulombe	101545	Attorney Fees	09/30/2019	362.50	362.50	10-42-2500
Total 3697:					597.25	597.25	
<b>1218</b>							
1218	Grainger	9267180512	Misc. P/W Supplies	08/31/2019	42.40	42.40	10-72-6700
1218	Grainger	9288059315	Misc. P/W Supplies	09/19/2019	74.33	74.33	10-72-4000
Total 1218:					116.73	116.73	
<b>3037</b>							
3037	Herc Equipment Rental Corp.	30780144-003	Equipment Rental	08/31/2019	2,287.86	2,287.86	56-60-2300
3037	Herc Equipment Rental Corp.	30793174-005	Equipment Rental	08/31/2019	2,436.78	2,436.78	56-60-2300
Total 3037:					4,724.64	4,724.64	
<b>1220</b>							
1220	Hurd's Custom Machinery, Inc.	22365	Public Works Supplies	08/31/2019	101.56	101.56	10-72-4000
1220	Hurd's Custom Machinery, Inc.	22517	Public Works Supplies	08/31/2019	85.37	85.37	10-72-4000
1220	Hurd's Custom Machinery, Inc.	22679	Public Works Supplies	08/31/2019	25.44	25.44	51-65-4600
1220	Hurd's Custom Machinery, Inc.	22679	Public Works Supplies	08/31/2019	13.99	13.99	11-45-3000
1220	Hurd's Custom Machinery, Inc.	22778	Public Works Supplies	08/31/2019	31.98	31.98	10-72-6700
Total 1220:					258.34	258.34	
<b>3885</b>							
3885	J & K Electrical LLC	1855A	Misc P/W Exp	09/19/2019	310.00	310.00	10-72-4000
Total 3885:					310.00	310.00	
<b>1221</b>							
1221	Jerry's Home Improvement	684836	Misc Public Works Supplies	08/31/2019	305.96	305.96	10-72-4000
1221	Jerry's Home Improvement	686977	Misc Public Works Supplies	08/31/2019	323.97	323.97	10-72-4000
1221	Jerry's Home Improvement	686983	Misc Public Works Supplies	08/31/2019	64.50	64.50	10-72-4000
1221	Jerry's Home Improvement	686984	Misc Public Works Supplies	08/31/2019	170.01	170.01	10-72-4000
Total 1221:					864.44	864.44	
<b>3683</b>							
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	271.79	271.79	10-72-6700
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	44.69	44.69	24-60-2800
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	38.94	38.94	10-42-2800
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	58.48	58.48	24-60-2800
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	200.00	200.00	10-63-2000
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	10.00	10.00	10-53-2000
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	530.00	530.00	10-63-2000
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	62.54	62.54	10-53-2200
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	4.29	4.29	52-65-4600
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	33.14	33.14	10-53-2200
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	10.00	10.00	10-53-2000
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	49.00	49.00	10-53-2000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	41.48	41.48	10-53-2200
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	69.00	69.00	10-53-2200
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	9.99	9.99	10-60-2300
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	39.00-	39.00-	10-53-2200
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	10.00	10.00	10-53-2400
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	125.12	125.12	23-75-7100
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	2,116.45	2,116.45	23-75-7100
3683	Keybank N.A.	AUGUST 2019	Misc Credit Card Charges	08/31/2019	4.28	4.28	51-65-4600
Total 3683:					3,650.19	3,650.19	
<b>3770</b>							
3770	Keyhole Locksmith, The	80023	Misc P/W Exp	08/31/2019	113.00	113.00	10-72-6700
Total 3770:					113.00	113.00	
<b>2703</b>							
2703	Knife River	912192	Refund	09/13/2019	50.00	50.00	10-53-2200
Total 2703:					50.00	50.00	
<b>1225</b>							
1225	Linn County Building Dept.	AUGUST 2019	Building Permit Fees	08/31/2019	17,706.55	17,706.55	10-50-2000
Total 1225:					17,706.55	17,706.55	
<b>3819</b>							
3819	Linn County Treasurer	AUGUST 2019	Court Revenue Payout	08/31/2019	33.99	33.99	10-42-2200
Total 3819:					33.99	33.99	
<b>1227</b>							
1227	McKinley Printing Company	2515	Business Cards	09/30/2019	273.00	273.00	10-53-2200
Total 1227:					273.00	273.00	
<b>1077</b>							
1077	Michele Eldridge	SEPT 2019	Per Diem	09/30/2019	119.00	119.00	10-63-2200
Total 1077:					119.00	119.00	
<b>3710</b>							
3710	Miscellaneous Expense	0924191	Reimbursement	09/26/2019	13.00	13.00	24-60-2800
3710	Miscellaneous Expense	912191	Refund	09/13/2019	195.20	195.20	10-50-2000
3710	Miscellaneous Expense	912193	Deposit Refund	09/13/2019	157.96	157.96	10-50-2000
3710	Miscellaneous Expense	925191	Misc Exp	09/26/2019	20.00	20.00	10-53-2200
3710	Miscellaneous Expense	925191	Reimbursement	09/26/2019	23.08	23.08	10-63-2300
3710	Miscellaneous Expense	925191	Reimbursement	09/26/2019	4.93	4.93	10-63-2300
3710	Miscellaneous Expense	925191	Reimbursement	09/26/2019	27.55	27.55	10-63-2300
3710	Miscellaneous Expense	JULY 2019	Refund	07/31/2019	27.50	27.50	23-70-2500
Total 3710:					469.22	469.22	
<b>3894</b>							
3894	Mitel	32246077	Phone Bill	09/11/2019	84.19	84.19	51-65-3500
3894	Mitel	32246077	Phone Bill	09/11/2019	84.19	84.19	24-60-2500
3894	Mitel	32246077	Phone Bill	09/11/2019	301.03	301.03	10-69-3500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
3894	Mitel	32246077	Phone Bill	09/11/2019	301.03	301.03	51-65-3500
3894	Mitel	32246077	Phone Bill	09/11/2019	301.03	301.03	52-65-3500
Total 3894:					1,071.47	1,071.47	
<b>3897</b>							
3897	Monoprice, Inc.	19274748	Misc P/W Exp	09/19/2019	232.71	232.71	23-75-7100
Total 3897:					232.71	232.71	
<b>3898</b>							
3898	National Business Furniture LLC	MK529967-MA	Furniture	09/30/2019	4,649.12	4,649.12	23-75-7100
Total 3898:					4,649.12	4,649.12	
<b>2644</b>							
2644	Net Assets	54-201908	Lien Searches	08/31/2019	123.00	123.00	10-53-2250
Total 2644:					123.00	123.00	
<b>3861</b>							
3861	Noah's Ark Animal Workshop Inc	781	Misc Supplies	09/30/2019	349.62	349.62	24-60-2700
Total 3861:					349.62	349.62	
<b>1102</b>							
1102	NW Natural Gas Co.	SEPTEMBER 2	Utilities	09/19/2019	15.96	15.96	10-69-2000
1102	NW Natural Gas Co.	SEPTEMBER 2	Utilities	09/19/2019	17.12	17.12	51-65-2700
1102	NW Natural Gas Co.	SEPTEMBER 2	Utilities	09/19/2019	48.43	48.43	52-65-2700
Total 1102:					81.51	81.51	
<b>2529</b>							
2529	OACFA	SEPT 2019 P.P	Training	09/11/2019	155.00	155.00	25-65-2600
2529	OACFA	SEPT 2019 S.E	Training	09/11/2019	155.00	155.00	25-65-2600
Total 2529:					310.00	310.00	
<b>2066</b>							
2066	OGFOA	SEPT 2019	Finance Officer Conference	09/30/2019	355.00	355.00	10-63-2000
Total 2066:					355.00	355.00	
<b>1245</b>							
1245	One Call Concepts, Inc.	9080383	Locates	08/31/2019	14.40	14.40	51-65-4600
1245	One Call Concepts, Inc.	9080383	Locates	08/31/2019	14.40	14.40	52-65-4600
Total 1245:					28.80	28.80	
<b>1033</b>							
1033	Oregon Department of Revenue	AUGUST 2019	Court Revenue Payout	08/31/2019	580.49	580.49	10-42-2200
Total 1033:					580.49	580.49	
<b>1862</b>							
1862	Oregon DMV	26814120	Record Inquiry	08/31/2019	1.40	1.40	10-42-2800

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Total 1862:					1.40	1.40	
<b>3895</b>							
3895	Oregon RAIN	1028	Economic Development	09/13/2019	2,864.79	2,864.79	23-70-2500
Total 3895:					2,864.79	2,864.79	
<b>2234</b>							
2234	Oregon State Police	924192	Background Check	09/24/2019	20.00	.00	10-53-2200
Total 2234:					20.00	.00	
<b>3096</b>							
3096	Pacific Office Automation	234584	Copier Contract	08/31/2019	118.00	118.00	10-60-2100
3096	Pacific Office Automation	234584	Copier Contract	08/31/2019	118.00	118.00	51-74-2000
3096	Pacific Office Automation	234584	Copier Contract	08/31/2019	118.00	118.00	52-74-2000
3096	Pacific Office Automation	253358	Copier Contract	08/31/2019	9.89	9.89	10-60-2100
3096	Pacific Office Automation	253358	Copier Contract	08/31/2019	9.89	9.89	51-74-2000
3096	Pacific Office Automation	253358	Copier Contract	08/31/2019	9.89	9.89	52-74-2000
Total 3096:					383.67	383.67	
<b>1079</b>							
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	332.62	332.62	10-69-2500
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	20.22	20.22	10-69-2500
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	38.49	38.49	10-69-2500
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	52.79	52.79	10-69-2500
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	57.46	57.46	10-69-2500
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	294.23	294.23	10-69-2500
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	65.20	65.20	52-65-2600
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	22.85	22.85	52-65-2600
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	25.77	25.77	25-65-2500
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	137.52	137.52	10-69-3000
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	51.42	51.42	52-65-2600
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	73.68	73.68	52-65-2600
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	45.02	45.02	52-65-2600
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	787.87	787.87	52-65-2600
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	1,178.37	1,178.37	10-69-3000
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	64.14	64.14	10-69-3000
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	39.22	39.22	52-65-2600
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	34.34	34.34	10-72-6700
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	157.11	157.11	25-65-2500
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	19.38	19.38	25-65-2500
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	35.18	35.18	11-44-2000
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	4,846.18	4,846.18	51-65-2600
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	88.50	88.50	10-69-3000
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	43.72	43.72	10-69-3000
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	613.14	613.14	10-69-3000
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	77.68	77.68	10-69-3000
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	1,149.15	1,149.15	51-65-2600
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	142.70	142.70	51-65-2600
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	98.25	98.25	10-69-3000
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	254.70	254.70	10-69-3000
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	18.22	18.22	10-69-3000
1079	Pacific Power & Light Company	AUGUST 2019	UTILITIES	08/31/2019	168.08	168.08	10-69-3000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Total 1079:					11,033.20	11,033.20	
<b>1814</b>							
1814	Peterson CAT	SW510072746	Public Works Supplies	09/19/2019	769.11	769.11	51-73-2100
1814	Peterson CAT	SW510072746	Public Works Supplies	09/19/2019	769.11	769.11	52-73-2100
Total 1814:					1,538.22	1,538.22	
<b>3777</b>							
3777	Rodda Paint Company	25020434	Paint	09/19/2019	45.03	45.03	11-43-3000
Total 3777:					45.03	45.03	
<b>2927</b>							
2927	Staples Business Advantage	3422679470	Office Supplies	08/31/2019	469.18	469.18	23-75-7100
2927	Staples Business Advantage	3422818743	Office Supplies	08/31/2019	12.25	12.25	51-74-2400
2927	Staples Business Advantage	3422818743	Office Supplies	08/31/2019	12.24	12.24	52-74-2400
2927	Staples Business Advantage	3424604499	Office Supplies	09/19/2019	78.12	78.12	10-60-2300
2927	Staples Business Advantage	3424604499	Office Supplies	09/19/2019	78.11	78.11	51-74-2400
2927	Staples Business Advantage	3424604499	Office Supplies	09/19/2019	78.11	78.11	52-74-2400
2927	Staples Business Advantage	3424604500	Office Supplies	09/19/2019	66.37	66.37	24-60-2800
Total 2927:					794.38	794.38	
<b>1144</b>							
1144	Suzan Jackson	184	Janitor Services	09/30/2019	599.17	599.17	10-72-4100
1144	Suzan Jackson	184	Janitor Services	09/30/2019	375.83	375.83	10-72-4100
Total 1144:					975.00	975.00	
<b>3243</b>							
3243	Synergy Security Solutions	8628	Water Plant Security Maintenance	09/19/2019	97.00	97.00	51-65-2400
3243	Synergy Security Solutions	8642	City Hall Monitoring	09/19/2019	160.00	160.00	10-72-4000
Total 3243:					257.00	257.00	
<b>2052</b>							
2052	Tri-County	1908G	Chamber Golf Sponsor	09/13/2019	85.00	85.00	23-70-2500
Total 2052:					85.00	85.00	
<b>3663</b>							
3663	Water & Sewer Account Refunds	#1012.05	W/S Deposit Refund	09/19/2019	50.00	50.00	51-2120
3663	Water & Sewer Account Refunds	#1012.05	W/S Deposit Refund	09/19/2019	50.00	50.00	52-2120
3663	Water & Sewer Account Refunds	#1041.11	W/S Deposit Refund	09/30/2019	11.39	11.39	52-2120
3663	Water & Sewer Account Refunds	#1041.11	W/S Deposit Refund	09/30/2019	11.39	11.39	51-2120
3663	Water & Sewer Account Refunds	#11627.14	W/S Deposit Refund	09/13/2019	20.51	20.51	51-2120
3663	Water & Sewer Account Refunds	#11627.14	W/S Deposit Refund	09/13/2019	20.51	20.51	52-2120
3663	Water & Sewer Account Refunds	#11636.07	W/S Deposit Refund	09/19/2019	50.00	50.00	51-2120
3663	Water & Sewer Account Refunds	#11636.07	W/S Deposit Refund	09/19/2019	50.00	50.00	52-2120
3663	Water & Sewer Account Refunds	#11678.05	Utility Billing Overpayment	09/19/2019	10.46	10.46	01-1075
3663	Water & Sewer Account Refunds	#11781.05	W/S Deposit Refund	09/19/2019	50.00	50.00	51-2120
3663	Water & Sewer Account Refunds	#11781.05	W/S Deposit Refund	09/19/2019	50.00	50.00	52-2120
3663	Water & Sewer Account Refunds	#11790.02	W/S Deposit Refund	09/26/2019	50.00	50.00	51-2120
3663	Water & Sewer Account Refunds	#11790.02	W/S Deposit Refund	09/26/2019	50.00	50.00	52-2120
3663	Water & Sewer Account Refunds	#11796.01	W/S Deposit Refund	09/26/2019	50.00	50.00	51-2120

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
3663	Water & Sewer Account Refunds	#11796.01	W/S Deposit Refund	09/26/2019	50.00	50.00	52-2120
3663	Water & Sewer Account Refunds	#11807.01	Utility Billing Overpayment	09/26/2019	39.93	39.93	01-1075
3663	Water & Sewer Account Refunds	#306.06	W/S Deposit Refund	09/26/2019	50.00	.00	51-2120
3663	Water & Sewer Account Refunds	#306.06	W/S Deposit Refund	09/26/2019	50.00	.00	52-2120
3663	Water & Sewer Account Refunds	#306.06 B	W/S Deposit Refund	09/30/2019	45.00	45.00	51-2120
3663	Water & Sewer Account Refunds	#306.06 B	W/S Deposit Refund	09/30/2019	45.00	45.00	52-2120
3663	Water & Sewer Account Refunds	#309.09	W/S Deposit Refund	09/26/2019	50.00	50.00	51-2120
3663	Water & Sewer Account Refunds	#309.09	W/S Deposit Refund	09/26/2019	50.00	50.00	52-2120
3663	Water & Sewer Account Refunds	#348.05	W/S Deposit Refund	09/19/2019	50.00	50.00	51-2120
3663	Water & Sewer Account Refunds	#348.05	W/S Deposit Refund	09/19/2019	50.00	50.00	52-2120
3663	Water & Sewer Account Refunds	#389.05	W/S Deposit Refund	09/19/2019	50.00	50.00	51-2120
3663	Water & Sewer Account Refunds	#389.05	W/S Deposit Refund	09/19/2019	50.00	50.00	52-2120
3663	Water & Sewer Account Refunds	#408.10	W/S Deposit Refund	09/26/2019	50.00	50.00	51-2120
3663	Water & Sewer Account Refunds	#408.10	W/S Deposit Refund	09/26/2019	50.00	50.00	52-2120
3663	Water & Sewer Account Refunds	#474.09	W/S Deposit Refund	09/19/2019	50.00	50.00	51-2120
3663	Water & Sewer Account Refunds	#474.09	W/S Deposit Refund	09/19/2019	50.00	50.00	52-2120
3663	Water & Sewer Account Refunds	#49.08	W/S Deposit Refund	09/26/2019	50.00	.00	51-2120
3663	Water & Sewer Account Refunds	#49.08	W/S Deposit Refund	09/26/2019	50.00	.00	52-2120
3663	Water & Sewer Account Refunds	#49.08 B	W/S Deposit Refund	09/30/2019	50.00	50.00	51-2120
3663	Water & Sewer Account Refunds	#513.06	Utility Billing Overpayment	09/19/2019	25.62	25.62	01-1075
3663	Water & Sewer Account Refunds	#548.07	W/S Deposit Refund	09/13/2019	5.25	5.25	51-2120
3663	Water & Sewer Account Refunds	#548.07	W/S Deposit Refund	09/13/2019	5.25	5.25	52-2120
3663	Water & Sewer Account Refunds	#622.03	W/S Deposit Refund	09/19/2019	50.00	50.00	51-2120
3663	Water & Sewer Account Refunds	#622.03	W/S Deposit Refund	09/19/2019	50.00	50.00	52-2120
3663	Water & Sewer Account Refunds	#644.07	W/S Deposit Refund	09/26/2019	50.00	50.00	51-2120
3663	Water & Sewer Account Refunds	#644.07	W/S Deposit Refund	09/26/2019	50.00	50.00	52-2120
3663	Water & Sewer Account Refunds	#674.01	W/S Deposit Refund	09/26/2019	50.00	.00	52-2120
3663	Water & Sewer Account Refunds	#674.01	W/S Deposit Refund	09/26/2019	50.00	.00	51-2120
3663	Water & Sewer Account Refunds	#674.01 B	W/S Deposit Refund	09/30/2019	35.00	35.00	51-2120
3663	Water & Sewer Account Refunds	#674.01 B	W/S Deposit Refund	09/30/2019	35.00	35.00	52-2120
3663	Water & Sewer Account Refunds	#700.05	W/S Deposit Refund	09/26/2019	50.00	50.00	52-2120
3663	Water & Sewer Account Refunds	#700.05	W/S Deposit Refund	09/26/2019	50.00	50.00	51-2120
3663	Water & Sewer Account Refunds	#887.05	W/S Deposit Refund	09/26/2019	50.00	50.00	51-2120
3663	Water & Sewer Account Refunds	#887.05	W/S Deposit Refund	09/26/2019	50.00	50.00	52-2120
3663	Water & Sewer Account Refunds	#89.07 B	Utility Billing Overpayment	09/19/2019	4.46	4.46	01-1075
3663	Water & Sewer Account Refunds	#916.05	W/S Deposit Refund	09/26/2019	33.77	33.77	51-2120
3663	Water & Sewer Account Refunds	#916.05	W/S Deposit Refund	09/26/2019	33.77	33.77	52-2120
3663	Water & Sewer Account Refunds	17.06 B	Utility Billing Overpayment	09/11/2019	213.11	213.11	01-1075
Total 3663:					2,345.42	2,045.42	
<b>2661</b>							
2661	WCP Solutions	11363980	Office Supplies	08/31/2019	110.85	110.85	10-72-6700
2661	WCP Solutions	11363981	Office Supplies	08/31/2019	82.00	82.00	10-60-2300
2661	WCP Solutions	11363981	Office Supplies	08/31/2019	82.00	82.00	51-74-2400
2661	WCP Solutions	11363981	Office Supplies	08/31/2019	82.00	82.00	52-74-2400
2661	WCP Solutions	11363981	Office Supplies	08/31/2019	573.93	573.93	10-72-4000
2661	WCP Solutions	11363981	Office Supplies	08/31/2019	573.92	573.92	10-72-6700
Total 2661:					1,504.70	1,504.70	
<b>1239</b>							
1239	WECO	CP-00082297	PW Gas Exp	08/31/2019	657.34	657.34	11-45-2000
1239	WECO	CP-00082297	PW Gas Exp	08/31/2019	766.89	766.89	51-73-2000
1239	WECO	CP-00082297	PW Gas Exp	08/31/2019	766.90	766.90	52-73-2000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Total 1239:					2,191.13	2,191.13	
<b>3868</b>							
3868	Willamette Neighborhood Housing	09112019	Disbursement	09/16/2019	97,085.47	97,085.47	10-66-6000
Total 3868:					97,085.47	97,085.47	
Grand Totals:					176,264.27	175,944.27	

## Payment Approval Report

### Expense Account Key

Fund Name	Fund Number	G.L. Acct Number
General Fund	10	10-XX-XXXX
Street Fund	11	11-XX-XXXX
CED Fund	23	23-XX-XXXX
Library Fund	24	24-XX-XXXX
Storm Fund	25	25-XX-XXXX
Office Equipment Fund	40	40-XX-XXXX
Equipment Fund	41	41-XX-XXXX
Water Fund	51	51-XX-XXXX
Sewer Fund	52	52-XX-XXXX
Sewer Reserve Fund	56	56-XX-XXXX

## Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
<b>1206</b>							
1206	Analytical Lab & Consultants	119218	Water Testing	09/30/2019	183.00	183.00	51-65-4200
1206	Analytical Lab & Consultants	119219	Water Testing	09/30/2019	57.00	57.00	52-65-4200
1206	Analytical Lab & Consultants	119750	Water Testing	09/30/2019	162.00	162.00	52-65-4200
1206	Analytical Lab & Consultants	119819	Water Testing	09/30/2019	72.00	72.00	52-65-4200
1206	Analytical Lab & Consultants	119983	Water Testing	09/30/2019	162.00	162.00	52-65-4200
Total 1206:					636.00	636.00	
<b>3892</b>							
3892	B & H Photo Video	162830669	Office Equipment	09/30/2019	149.60	149.60	40-65-8050
Total 3892:					149.60	149.60	
<b>3200</b>							
3200	Barnes & Noble, Inc.	3908243	Books	10/17/2019	470.01	470.01	24-60-2000
Total 3200:					470.01	470.01	
<b>2926</b>							
2926	BioLynceus Biological Solution	8003	Misc P/W Supplies	10/17/2019	3,802.74	3,802.74	52-65-4000
Total 2926:					3,802.74	3,802.74	
<b>1212</b>							
1212	Bob Dickman Tire Center	74000451675	PW Vehicle supplies	09/30/2019	41.40	41.40	11-45-2100
1212	Bob Dickman Tire Center	74000451675	PW Vehicle supplies	09/30/2019	48.30	48.30	51-73-2100
1212	Bob Dickman Tire Center	74000451675	PW Vehicle supplies	09/30/2019	48.30	48.30	52-73-2100
Total 1212:					138.00	138.00	
<b>3693</b>							
3693	Branch Engineering Inc	00013091	Engineering Services	10/17/2019	1,042.50	1,042.50	51-78-8015
3693	Branch Engineering Inc	00013097	Engineering Services	10/17/2019	740.00	740.00	10-41-4000
3693	Branch Engineering Inc	00013098	Engineering Services	10/17/2019	1,391.25	1,391.25	52-71-2100
3693	Branch Engineering Inc	00013099	Engineering Services	10/17/2019	9,042.50	9,042.50	11-42-2100
3693	Branch Engineering Inc	00013100	Engineering Services	10/17/2019	1,477.42	1,477.42	10-41-4000
3693	Branch Engineering Inc	00013101	Engineering Services	10/17/2019	831.25	831.25	10-41-4000
3693	Branch Engineering Inc	00013102	Engineering Services	10/17/2019	783.75	783.75	10-41-4000
3693	Branch Engineering Inc	00013103	Engineering Services	10/17/2019	475.00	475.00	10-41-4000
3693	Branch Engineering Inc	00013104	Engineering Services	10/17/2019	12,171.25	12,171.25	51-78-8015
Total 3693:					27,954.92	27,954.92	
<b>1576</b>							
1576	C & M Pump Co.	29881	Service pumps	10/17/2019	2,200.00	2,200.00	51-65-4600
Total 1576:					2,200.00	2,200.00	
<b>2549</b>							
2549	Cascade Columbia Distribution	762285	Misc. P/W Expense	10/17/2019	1,501.65	1,501.65	52-65-4000



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Total 2549:					1,501.65	1,501.65	
<b>3773</b>							
3773	CenturyLink	OCT 2019 LD	Phone Bill	10/17/2019	.02	.02	51-65-3500
3773	CenturyLink	OCT 2019 LD	Phone Bill	10/17/2019	.57	.57	10-69-3500
3773	CenturyLink	SEPTEMBER 2	Phone Bill	09/30/2019	43.81	43.81	52-65-3500
3773	CenturyLink	SEPTEMBER 2	Phone Bill	09/30/2019	45.46	45.46	52-65-3500
3773	CenturyLink	SEPTEMBER 2	Phone Bill	09/30/2019	44.80	44.80	51-65-3500
3773	CenturyLink	SEPTEMBER 2	Phone Bill	09/30/2019	41.80	41.80	51-65-3500
3773	CenturyLink	SEPTEMBER 2	Phone Bill	09/30/2019	45.46	45.46	52-65-3500
3773	CenturyLink	SEPTEMBER 2	Phone Bill	09/30/2019	43.15	43.15	52-65-3500
3773	CenturyLink	SEPTEMBER 2	Phone Bill	09/30/2019	45.46	45.46	52-65-3500
3773	CenturyLink	SEPTEMBER 2	Phone Bill	09/30/2019	13.93	13.93	52-65-3500
3773	CenturyLink	SEPTEMBER 2	Phone Bill	09/30/2019	13.93	13.93	51-65-3500
3773	CenturyLink	SEPTEMBER 2	Phone Bill	09/30/2019	13.94	13.94	10-69-3500
3773	CenturyLink	SEPTEMBER 2	Phone Bill	09/30/2019	43.81	43.81	52-65-3500
Total 3773:					396.14	396.14	
<b>3797</b>							
3797	Chuck Scholz	OCT 2019	Per Diem	10/17/2019	45.00	45.00	51-76-2300
3797	Chuck Scholz	OCT 2019	Per Diem	10/17/2019	45.00	45.00	52-76-2300
Total 3797:					90.00	90.00	
<b>2939</b>							
2939	Cobalt Computer Services, Inc.	16617	Computer Service	09/30/2019	62.50	62.50	40-65-8015
2939	Cobalt Computer Services, Inc.	16678	Computer Service	09/30/2019	40.00	40.00	40-65-8015
Total 2939:					102.50	102.50	
<b>2720</b>							
2720	Comcast	SEPTEMBER 2	Internet Service	09/30/2019	95.13	95.13	10-60-2000
2720	Comcast	SEPTEMBER 2	Internet Service	09/30/2019	43.43	43.43	51-65-3550
2720	Comcast	SEPTEMBER 2	Internet Service	09/30/2019	43.42	43.42	52-65-3550
Total 2720:					181.98	181.98	
<b>1211</b>							
1211	Consolidated Supply Co.	S009444033.0	Misc public works supplies	09/30/2019	65.08	65.08	51-65-4600
1211	Consolidated Supply Co.	S009444033.0	Misc public works supplies	09/30/2019	48.81	48.81	52-65-4600
Total 1211:					113.89	113.89	
<b>2952</b>							
2952	Dell Marketing L.P.	XK4TXMTK3	Computer Purchase	09/30/2019	1,458.84	1,458.84	40-65-8050
2952	Dell Marketing L.P.	XK4TXMTT2	Computer Purchase	09/30/2019	1,491.00	1,491.00	40-65-8045
2952	Dell Marketing L.P.	XK4W18RF8	Computer Purchase	09/30/2019	288.99	288.99	40-65-8050
2952	Dell Marketing L.P.	XK4W18TN6	Computer Purchase	09/30/2019	288.99	288.99	40-65-8050
2952	Dell Marketing L.P.	XK4W1T335	Computer Equipment	09/30/2019	129.99	129.99	40-65-8050
2952	Dell Marketing L.P.	XK4W24RX5	Computer Purchase	09/30/2019	1,485.90	1,485.90	40-65-8045
2952	Dell Marketing L.P.	XK4W25K26	Computer Purchase	09/30/2019	954.78	954.78	40-65-8045
2952	Dell Marketing L.P.	XK4W2P858	Computer Equipment	09/30/2019	288.99	288.99	40-65-8050
2952	Dell Marketing L.P.	XK4W2PCD2	Computer Equipment	09/30/2019	288.99	288.99	40-65-8050
2952	Dell Marketing L.P.	XK4W2PD34	Computer Equipment	09/30/2019	288.99	288.99	40-65-8050

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Total 2952:					6,965.46	6,965.46	
<b>2282</b>							
2282	EARTH20	010337	Bottled Water	09/30/2019	4.00	4.00	10-53-2200
2282	EARTH20	846047	Bottled Water	09/30/2019	28.80	28.80	10-53-2200
2282	EARTH20	846047	Bottled Water	09/30/2019	2.49	2.49	10-53-2200
2282	EARTH20	846047	Bottled Water	09/30/2019	4.00	4.00	10-53-2200
2282	EARTH20	945797	Bottled Water	09/30/2019	28.80	28.80	10-53-2200
2282	EARTH20	945797	Bottled Water	09/30/2019	2.49	2.49	10-53-2200
Total 2282:					70.58	70.58	
<b>1946</b>							
1946	Ferguson Waterworks	0799680	P/W Misc. Expense	09/30/2019	2,058.61	2,058.61	51-65-4600
1946	Ferguson Waterworks	0810645	P/W Misc. Expense	09/30/2019	1,419.22	1,419.22	51-65-4600
1946	Ferguson Waterworks	0810655	P/W Misc. Expense	09/30/2019	185.00	185.00	51-78-7400
1946	Ferguson Waterworks	0810655	P/W Misc. Expense	09/30/2019	185.00	185.00	52-78-7400
1946	Ferguson Waterworks	0810658	P/W Misc. Expense	09/30/2019	7,700.00	7,700.00	51-78-7400
1946	Ferguson Waterworks	0810658	P/W Misc. Expense	09/30/2019	7,700.00	7,700.00	52-78-7400
Total 1946:					19,247.83	19,247.83	
<b>1218</b>							
1218	Grainger	9301770260	Misc. P/W Supplies	09/30/2019	369.00	369.00	41-78-8170
1218	Grainger	9302004578	Misc. P/W Supplies	09/30/2019	133.50	133.50	11-43-2000
1218	Grainger	9303022967	Misc. P/W Supplies	09/30/2019	218.68	218.68	11-43-2000
Total 1218:					721.18	721.18	
<b>3759</b>							
3759	Harris Design & Print Inc	26123	Library Sign	10/17/2019	515.17	515.17	10-72-4000
Total 3759:					515.17	515.17	
<b>3900</b>							
3900	Hawkins Delafield & Wood LLP	41979	Loan Fees	10/03/2019	25,000.00	25,000.00	51-78-8015
Total 3900:					25,000.00	25,000.00	
<b>3037</b>							
3037	Herc Equipment Rental Corp.	30793174-006	Equipment Rental	09/30/2019	2,568.45	2,568.45	52-65-4600
Total 3037:					2,568.45	2,568.45	
<b>2271</b>							
2271	Home Comfort Heating & A/C	21859	Misc P/W Exp	09/30/2019	634.00	634.00	10-72-4000
Total 2271:					634.00	634.00	
<b>1220</b>							
1220	Hurd's Custom Machinery, Inc.	22821	Public Works Supplies	09/30/2019	63.96	63.96	52-65-4600
1220	Hurd's Custom Machinery, Inc.	22821	Public Works Supplies	09/30/2019	13.24	13.24	10-72-4000
1220	Hurd's Custom Machinery, Inc.	22821	Public Works Supplies	09/30/2019	22.78	22.78	11-43-3000
1220	Hurd's Custom Machinery, Inc.	23107	Public Works Supplies	09/30/2019	33.65	33.65	10-72-4000
1220	Hurd's Custom Machinery, Inc.	23160	Public Works Supplies	09/30/2019	8.99	8.99	41-78-8170

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Total 1220:					142.62	142.62	
<b>1101</b>							
1101	Ingram Library Services	42297723	Library books	10/17/2019	525.45	525.45	24-60-2000
Total 1101:					525.45	525.45	
<b>2651</b>							
2651	Island Fence, Inc.	37060	Misc. P/W Expense	10/17/2019	2,450.00	2,450.00	51-65-2400
Total 2651:					2,450.00	2,450.00	
<b>3371</b>							
3371	JB Woodworks, Inc.	10102019	Library Desk	10/17/2019	3,250.00	3,250.00	23-75-7100
Total 3371:					3,250.00	3,250.00	
<b>1221</b>							
1221	Jerry's Home Improvement	692486	Misc Public Works Supplies	09/30/2019	516.94	516.94	10-72-4000
Total 1221:					516.94	516.94	
<b>3432</b>							
3432	John Deere Financial	1681736	Misc P/W Exp	09/30/2019	14.00	14.00	25-65-2000
Total 3432:					14.00	14.00	
<b>3683</b>							
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	52.50	52.50	23-75-7100
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	101.27	101.27	23-75-7100
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	25.23	25.23	24-60-2800
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	61.73	61.73	24-60-2800
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	10.00	10.00	10-53-2200
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	10.50	10.50	10-53-2200
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	19.95	19.95	24-60-2800
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	70.43	70.43	24-60-2800
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	68.65	68.65	24-60-2800
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	135.00	135.00	10-63-2000
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	8.49	8.49	10-53-2000
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	25.25	25.25	10-53-2200
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	55.00	55.00	10-60-2400
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	39.90	39.90	24-60-2800
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	99.99	99.99	23-75-7100
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	247.99	247.99	52-73-2100
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	295.98	295.98	10-72-4000
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	143.66	143.66	25-65-2000
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	15.98	15.98	24-60-2800
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	53.36	53.36	24-60-2800
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	298.98	298.98	23-75-7100
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	4.28	4.28	51-65-4600
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	4.29	4.29	52-65-4600
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	157.50	157.50	51-76-2000
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	530.00	530.00	10-63-2000
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	248.00	248.00	11-45-2100
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	247.99	247.99	51-73-2100
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	157.50	157.50	52-76-2000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	9.99	9.99	10-60-2300
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	202.86	202.86	10-63-2200
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	143.66	143.66	51-65-4600
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	143.66	143.66	52-65-4600
3683	Keybank N.A.	SEPT 2019	Misc Credit Card Charges	09/30/2019	217.94	217.94	10-72-4000
Total 3683:					2,847.51	2,847.51	
<b>3770</b>							
3770	Keyhole Locksmith, The	80231	Misc P/W Exp	09/30/2019	870.20	870.20	10-72-4000
Total 3770:					870.20	870.20	
<b>1014</b>							
1014	League of Oregon Cities	7196	Employment Ad	09/30/2019	6.66	6.66	10-53-2400
1014	League of Oregon Cities	7196	Employment Ad	09/30/2019	6.67	6.67	51-65-4500
1014	League of Oregon Cities	7196	Employment Ad	09/30/2019	6.67	6.67	52-65-4500
Total 1014:					20.00	20.00	
<b>1225</b>							
1225	Linn County Building Dept.	SEPT 2019	Building Permit Fees	09/30/2019	3,174.73	3,174.73	10-50-2000
Total 1225:					3,174.73	3,174.73	
<b>1481</b>							
1481	Linn County Road Department	146-20	Road Painting	10/17/2019	5,254.45	5,254.45	11-43-3000
Total 1481:					5,254.45	5,254.45	
<b>3819</b>							
3819	Linn County Treasurer	SEPTEMBER 2	Court Revenue Payout	09/30/2019	179.05	179.05	10-42-2200
Total 3819:					179.05	179.05	
<b>3839</b>							
3839	Matt Renfro	OCT 2019	Per Diem	10/17/2019	98.50	98.50	51-76-2300
3839	Matt Renfro	OCT 2019	Per Diem	10/17/2019	98.50	98.50	52-76-2300
Total 3839:					197.00	197.00	
<b>3710</b>							
3710	Miscellaneous Expense	OCTOBER 201	Misc Exp	10/03/2019	9.00	9.00	10-53-2200
Total 3710:					9.00	9.00	
<b>3894</b>							
3894	Mitel	32468329	Phone Bill	10/03/2019	102.51	102.51	10-69-3500
3894	Mitel	32468329	Phone Bill	10/03/2019	131.86	131.86	51-65-3500
3894	Mitel	32468329	Phone Bill	10/03/2019	102.51	102.51	51-65-3500
3894	Mitel	32468329	Phone Bill	10/03/2019	29.34	29.34	24-60-2500
Total 3894:					366.22	366.22	
<b>3873</b>							
3873	NAPA Auto Parts	594123	Misc P/W Exp	09/30/2019	5.23	5.23	11-45-2100
3873	NAPA Auto Parts	594123	Misc P/W Exp	09/30/2019	6.10	6.10	51-73-2100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
3873	NAPA Auto Parts	594123	Misc P/W Exp	09/30/2019	6.10	6.10	52-73-2100
3873	NAPA Auto Parts	594138	Misc P/W Exp	09/30/2019	30.20	30.20	11-45-2100
3873	NAPA Auto Parts	594138	Misc P/W Exp	09/30/2019	35.24	35.24	51-73-2100
3873	NAPA Auto Parts	594138	Misc P/W Exp	09/30/2019	35.24	35.24	52-73-2100
Total 3873:					118.11	118.11	
<b>2644</b>							
2644	Net Assets	54-201909	Lien Searches	09/30/2019	148.00	148.00	10-53-2250
Total 2644:					148.00	148.00	
<b>1962</b>							
1962	NW Electrical Construction	4681	PW Misc. Expense	09/30/2019	360.00	360.00	25-65-2000
1962	NW Electrical Construction	4681	PW Misc. Expense	09/30/2019	180.00	180.00	52-65-5400
Total 1962:					540.00	540.00	
<b>1102</b>							
1102	NW Natural Gas Co.	OCT 2019	Utilities	10/17/2019	18.86	18.86	10-69-2000
1102	NW Natural Gas Co.	OCT 2019	Utilities	10/17/2019	56.31	56.31	51-65-2700
1102	NW Natural Gas Co.	OCT 2019 PU	Utilities	10/17/2019	48.43	48.43	52-65-2700
Total 1102:					123.60	123.60	
<b>1245</b>							
1245	One Call Concepts, Inc.	9090381	Locates	09/30/2019	11.40	11.40	51-65-4600
1245	One Call Concepts, Inc.	9090381	Locates	09/30/2019	11.40	11.40	52-65-4600
Total 1245:					22.80	22.80	
<b>1033</b>							
1033	Oregon Department of Revenue	SEPTEMBER 2	Court Revenue Payout	09/30/2019	438.55	438.55	10-42-2200
Total 1033:					438.55	438.55	
<b>1862</b>							
1862	Oregon DMV	28963177	Record Inquiry	09/30/2019	3.15	3.15	10-42-2800
Total 1862:					3.15	3.15	
<b>3165</b>							
3165	Oregon Government Ethics Com	AIE09954	Commission Charges	09/30/2019	548.87	548.87	10-66-5000
Total 3165:					548.87	548.87	
<b>3096</b>							
3096	Pacific Office Automation	295264	Copier Contract	09/30/2019	252.70	252.70	10-60-2100
3096	Pacific Office Automation	295264	Copier Contract	09/30/2019	252.70	252.70	51-74-2000
3096	Pacific Office Automation	295264	Copier Contract	09/30/2019	252.70	252.70	52-74-2000
Total 3096:					758.10	758.10	
<b>1079</b>							
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	278.33	278.33	10-69-2500
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	20.34	20.34	10-69-2500
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	33.98	33.98	10-69-2500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	57.38	57.38	10-69-2500
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	102.07	102.07	10-69-2500
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	1,242.18	1,242.18	51-65-2600
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	67.88	67.88	52-65-2600
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	23.09	23.09	52-65-2600
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	37.33	37.33	25-65-2500
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	137.84	137.84	10-69-3000
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	63.93	63.93	52-65-2600
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	86.27	86.27	52-65-2600
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	52.01	52.01	52-65-2600
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	940.27	940.27	52-65-2600
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	1,180.57	1,180.57	10-69-3000
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	64.28	64.28	10-69-3000
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	36.71	36.71	52-65-2600
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	35.45	35.45	10-72-6700
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	169.91	169.91	25-65-2500
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	20.03	20.03	25-65-2500
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	34.18	34.18	11-44-2000
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	3,915.46	3,915.46	51-65-2600
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	88.69	88.69	10-69-3000
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	43.83	43.83	10-69-3000
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	614.38	614.38	10-69-3000
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	77.78	77.78	10-69-3000
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	143.02	143.02	51-65-2600
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	556.29	556.29	10-69-2500
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	98.45	98.45	10-69-3000
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	255.23	255.23	10-69-3000
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	18.32	18.32	10-69-3000
1079	Pacific Power & Light Company	SEPT 2019	UTILITIES	09/30/2019	168.26	168.26	10-69-3000
Total 1079:					10,663.74	10,663.74	
<b>3809</b>							
3809	Phillip Peterson	OCTOBER 201	Per Diem	10/03/2019	57.00	57.00	51-76-2300
3809	Phillip Peterson	OCTOBER 201	Per Diem	10/03/2019	57.00	57.00	52-76-2300
Total 3809:					114.00	114.00	
<b>3689</b>							
3689	ProQuest LLC	70589851	Genealogy Web Site	09/30/2019	1,358.24	1,358.24	24-60-3000
Total 3689:					1,358.24	1,358.24	
<b>3899</b>							
3899	Sal Fiducia	OCTOBER 201	Per Diem	10/03/2019	57.00	57.00	51-76-2300
3899	Sal Fiducia	OCTOBER 201	Per Diem	10/03/2019	57.00	57.00	52-76-2300
Total 3899:					114.00	114.00	
<b>2927</b>							
2927	Staples Business Advantage	3425501905	Office Supplies	09/30/2019	48.10	48.10	10-60-2300
2927	Staples Business Advantage	3425501905	Office Supplies	09/30/2019	48.10	48.10	51-74-2400
2927	Staples Business Advantage	3425501905	Office Supplies	09/30/2019	48.10	48.10	52-74-2400
2927	Staples Business Advantage	3426297785	Office Supplies	09/30/2019	20.39	20.39	10-53-2200
Total 2927:					164.69	164.69	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
<b>3243</b>							
3243	Synergy Security Solutions	8656	Security	09/30/2019	135.00	135.00	10-72-4000
Total 3243:					135.00	135.00	
<b>3887</b>							
3887	TTC Communications Inc	10255	Misc Exp	10/17/2019	373.00	373.00	10-53-2200
Total 3887:					373.00	373.00	
<b>3884</b>							
3884	Twin Rivers Plumbing Inc	6603	Misc P/W Exp	09/30/2019	165.00	165.00	10-72-4000
Total 3884:					165.00	165.00	
<b>3826</b>							
3826	Valley Argonomics LLC	74011825	Misc P/W Exp	10/17/2019	647.50	647.50	25-65-2000
Total 3826:					647.50	647.50	
<b>3663</b>							
3663	Water & Sewer Account Refunds	#11676.04	Utility Billing Overpayment	10/03/2019	166.74	166.74	01-1075
Total 3663:					166.74	166.74	
<b>1239</b>							
1239	WECO	CP-00085644	PW Gas Exp	09/30/2019	313.89	313.89	11-45-2000
1239	WECO	CP-00085644	PW Gas Exp	09/30/2019	366.20	366.20	51-73-2000
1239	WECO	CP-00085644	PW Gas Exp	09/30/2019	366.20	366.20	52-73-2000
Total 1239:					1,046.29	1,046.29	
<b>3879</b>							
3879	Wilson Equipment, LLC	02-32738	Misc P/W Expense	10/23/2019	5,035.00	5,035.00	41-78-8170
Total 3879:					5,035.00	5,035.00	
<b>3596</b>							
3596	Xylem Water Solutions U.S.A.	3556A90804	Misc P/W Exp	10/17/2019	56,000.00	56,000.00	55-60-3000
3596	Xylem Water Solutions U.S.A.	3556A90804	Misc P/W Exp	10/17/2019	16,501.83	16,501.83	55-60-6050
Total 3596:					72,501.83	72,501.83	
Grand Totals:					208,463.48	208,463.48	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
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# Payment Approval Report

## Expense Account Key

	<u>Fund Number</u>	<u>G.L. Acct Number</u>
General Fund	10	10-XX-XXXX
Street Fund	11	11-XX-XXXX
CED Fund	23	23-XX-XXXX
Library Fund	24	24-XX-XXXX
Storm Fund	25	25-XX-XXXX
Office Equipment Fund	40	40-XX-XXXX
Equipment Fund	41	41-XX-XXXX
Water Fund	51	51-XX-XXXX
Sewer Fund	52	52-XX-XXXX
Sewer Reserve Fund	56	56-XX-XXXX





## Harrisburg City Council Business Meeting Minutes August 13, 2019

Meeting Location: Harrisburg Municipal Center - 354 Smith St.

**CALL TO ORDER AND ROLL CALL:** At the hour of 6:30 pm, the meeting was called to order and was presided by Mayor Robert Duncan. Present were Councilors Mike Caughey, Kim Downey, Rob Boese, Adam Keaton, and Charlotte Thomas. Staff present were City Administrator Brian Latta, City Recorder/Asst. City Administrator Michele Eldridge, Public Works Director Chuck Scholz and Finance Officer Tim Gaines.

### CONCERNED CITIZEN(S) IN THE AUDIENCE.

- Moon Summers of 290 Fountain St. was present and requested assistance with yellow paint to help demarcate the entrance to her driveway. She is surrounded by apartments, and people keep parking and blocking her driveway, as well as encroaching on the stop sign, where people can't see to pull out onto the highway. She would like about 20' of the street to be marked with yellow, if at all possible.
- Scholz told her to contact him, and he could discuss some solutions to her problem.
- Mayor Duncan also suggested that she call dispatch if someone was blocking her driveway.

### THE MATTER OF APPROVING FEES FOR THE RENTAL OF CITY FACILITIES, AND APPROVING RESOLUTION NO. 1219

**Staff Report:** Eldridge presented the report and called their attention to the revised Resolution that Council had. The correct Resolution Number is 1220, as shown on the document handed out to them. (Please see Addendum No.1) Downey expressed her displeasure with the suggested fee for the gazebo and Municipal Center. She didn't mind the deposit, but felt the cost for rental was too high, and would discourage citizens from using the Municipal Center. Thomas didn't think that the Municipal Center should be rented for less due to the presence of the kitchen, and indoor bathrooms. Boese suggested that we lower it to \$100, and then lower the gazebo more. Latta said that would be \$100 for 4 hours of use. This building will be used typically for graduation parties, or family reunions. The gazebo is used for weddings, primarily, during the summer. He felt the deposit is more important than anything else. The city isn't trying to recover the cost of the remodel but is trying to charge a fair price. Thomas suggested that with only \$25 more for the building, that nobody would have a problem with it if they get their \$300 back. Keaton felt it was warranted to

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limit people from using it all the time; he felt that it was better to match the two buildings in price, even though this building has more amenities. Latta said that the gazebo and this structure were less cost than other facilities that are comparable in other places.

Caughey would consider the gazebo being cheaper; he didn't think that they needed to be the same. Boese was ok with that too. \$100 seems reasonable for either building. Mayor Duncan said that people spend a lot of money to go to the church, or a professional venue. He would be ok with \$100. Latta suggested that it sounds like Council is in favor of changing the fee. Someone can make a motion to approve Resolution No. 1220 but can change the fee to what they want.

- Downey **motioned to approve Resolution No 1220, but to change the fee to \$100 for the four-hour rental of both the gazebo, and the Municipal Center. There was no second, and the motion therefore died.**

Caughey asked what the price was now, for the gazebo, and Latta confirmed that it was \$60. Thomas wanted to increase the fees, and Latta noted that it does cost more for maintenance now, so the cost is relative to what it costs us to maintain both these buildings. Thomas asked if someone actually had to rent the gazebo, or could they use it without doing that? Eldridge explained that the gazebo could be used by anyone, at any time, without a fee being charged. The fee means that they have exclusive use for the gazebo, and that other people would have to step aside. They frequently offered that option to people when they hesitate at the fee being suggested. Downey felt better about that then.

- Keaton **motioned to approve Resolution No. 1220, "A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE.", as it was presented. Thomas seconded the motion. The City Council then voted, with a vote of four in favor, with Downey opposed. The motion to increase the fee to \$125 for a four-hour rental of either the gazebo, or the Municipal Center, with a deposit of \$300, was therefore approved.**

#### **THE MATTER OF APPROVING A NEW LIQUOR LICENSE FOR CHANGKI SEAN HONG DOING BUSINESS AS EZ STOP MARKET AND DELI.**

- Downey **motioned to authorize the City Administrator or his designee to recommend that OLCC grant the new liquor license and was seconded by Thomas. The City Council then voted unanimously to authorize and allow the issuance of a liquor license for Changki Sean Hong doing business as EZ Stop Market and Deli.**

#### **THE MATTER OF CONSIDERING WHETHER TO CONTINUE WITH THE FARM LEASE AT THE WASTEWATER FACILITY**

**Staff Report:** Latta explained the complexities of this issue, due to the fact that the Harrisburg Harvest Festival is held on this property, and of the money the festival is raising to help for the community. The bid for the farm property should actually have come to Council a few months ago, but he only put out the bid as of last week. His question now though, is whether we should allow the bid to proceed, or if we should go ahead and pull the bid. The Harvest Festival has been held on the property for the last five years. It uses most of the property located near Peoria Rd. Legacy Farms has held that bid recently, and the owner is one of the members of the Harvest Festival board. However, state law requires that the bid be open, so there is no guarantee that person will continue as the bid holder. The festival is held at the same time each year, so if a crop is held up from harvest, there is no guarantee that we will be able to use the field for the event. He presented some options, including pulling the bid. The Council could also consider the bids, which close on the 20<sup>th</sup>. We can work with the highest bidder to ensure the continuation of the Harvest Festival, but the language could limit the types of crops used. We could limit crops to those which are harvested earlier. That would be specified in the contract negotiation. His recommendation is to either not

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move forward at all with the bid, or to move forward with the bid invitation, receive the bids, and work with the highest bidder to negotiate the contract to enable us to hold the Harvest Festival.

- Kurt Kayner, owner of Legacy Farms, was here this evening due to his concern about making sure the Harvest Festival continues. He has invested tens of thousands of dollars, and man hours toward this event. He isn't concerned about his bottom line; he is only concerned about the festival. The straw bales he produces from the crop, is used as benches, and for the kid's area in the event, so it's not just the main festival area that is at risk. He said that as a farmer, we are highly aware of all the strange rules that the state of Oregon has in relation to what they do. You can't force a farmer to harvest his crop when you want him to. You can put all sorts of language in there, but technically, you can't make him do it. He noted he's harvesting other fields right now, a week and a ½ after the event. His concern is how we ensure that we continue the Harvest Festival. You can't put in language that specifies that a crop has to be out by a certain date. We found out last night, that the FFA (Future Farmers of America) made \$2,700 at the event from parking. If we let this die now, then we've wasted six years of our life, and tens of thousands of dollars. If someone doesn't want to participate, then we cast the event to the wind. It's dead. He doesn't have answers; that's up to the City Council.
- Thomas excused herself from the discussion due to a conflict of interest. She is one of the executive board members; and therefore, moved to the audience.

Council asked questions about the festival, and how much of the field is used for the event. Latta said that the addition of the filtration system, and reservoir should be added somewhere to the back of the event. We use about 20 acres for the total event. Caughey asked if there was enough area for someone to farm, not counting festival areas, to make it worthwhile for a farmer? Latta said that there are 25 acres in the back that are not impacted. However, Scholz pointed out that we count on the 25 acres to produce the straw bales that we need for the event. Larry & Suzanne Isom were also in the audience tonight. Suzanne said that a Halsey farmer was allowed to use the property for years, rent free; everything he did on that property was purely profit. Most farmers pay \$125 to \$150 an acre to farm property. Council agreed years ago to put it out to bid. Every farmer in Harrisburg should be allowed to bid on that. She related how they rent the property across the street, and on the north side of the land in question, and how easy it would be for them to farm this property. They've actually been done with harvesting for over three weeks now. The day we pull out the machines, the straw balers come in, and the field is cleared the next day. There wouldn't be a problem for most farmers to get a crop out by the 1<sup>st</sup> of August, depending on farming weather, and the crop used. Harvest should be done in a timely manner.

Larry Isom agreed with Suzanne and said the Harvest Festival has to keep on going. He related how the old Harvest Festival used to operate. The event now is really entertaining, and there is no way he would want it to diminish from what it is. He kind of likes it. Caughey asked him if we blocked off that area, and there was only 25 acres, would that be feasible for farming? Isom said with a farm next to that field, it's not an imposition. It would be nice to have all of it. There is land there at the farm that dead ends next to city property. It makes it easy to reach. Suzanne Isom added that if a farmer has giant tractors, then he can't get in there. They are a small farmer and wouldn't have a problem getting their equipment into tight places. Caughey asked them if the straw bales could be provided to the Harvest festival? Larry Isom didn't see why it couldn't be. Boese asked how many people tend to bid on this and was told typically 3 to 5 people. Caughey asked if it was supposed to be 4 years, or 5, as it looked like it was 4 years on the website. Latta told him it's supposed to be 5 years. But then again, Tim Bunnell was also on the contract. What you have here is an invitation to bid, and not a contract. We can try to negotiate with a bidder to secure what is important to us. We can't always depend on Mother Nature, so that always

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complicates things. His thought is to continue with the bid and see what we get. Then to negotiate with whoever wins the bid, to try to preserve the Harvest Festival.

Boese asked then, if the worst-case scenario is that someone could say that they didn't want to harvest the crop, and we would lose the use of the grounds. Latta said that the worse case is Mother Nature interfering. The City Council spoke for some time about previous crops planted on the property, and that we used to have sheep on it as well. Kayner said that it can't be pastureland, because we use that property for the wastewater facility. Downey thought maybe corn could be used, or wheat clover. Kayner told her that even clover could cause problems. The state says that you can't force farmers to remove their crop by a certain date. Latta noted that we have a right to work with the type of crop allowed. They can't say they are planting ryegrass, and then change it to a different product. Kayner felt that the Isom's would honor their intentions, if they were to win the bid. Suzanne Isom said that she couldn't imagine why anyone would want to grow anything beyond ryegrass. Mayor Duncan suggested that we could just decide to hold the land fallow. Scholz said that really, everything will eventually become poplar tree fields, including the 25 acres we use for straw. Kayner reminded them that they truly can't make a farmer harvest a field. Even if it's their last field, you can't make them harvest it by a certain time. Mayor Duncan thought we should just decide to hold it as fallow. Boese thought we should just change it to the back 25 acres. Caughey agreed with him. Kayner said that it needs to be maintained. This is very near and dear to his heart. Mayor Duncan agreed, and said that we really enjoy this event.

City Council discussed the event for a longer period of time. Downey suggested that we put out the bid for 25 acres, and then, if we are able to, amend the contract to allow them to farm more acres. Latta told her he would need to ask our attorney if we could do that. Suzanne Isom reminded Council that any crop would need to be planted in the next three weeks to a month. You can't hold off on the decision. Latta said that we can reduce the bid to 25 acres, talk to the attorneys and then find out if we can amend the contract after it's awarded. Scholz added that it's also important to not raise our costs. Latta would then issue an amendment of the bid document, to change the scope, and will apply the question to the attorneys, to see if we can change that after the contract is awarded.

- Caughey **then motioned to accept the bid with the modifications discussed. (To modify the bid to 25 acres) and was seconded by Boese. The City Council then voted with four in favor, zero opposed, and with one in abstention (Thomas, due to a Conflict of Interest) to lease the land at only 25 acres, which would will result in less direct revenue to the City, but would allow the Harvest Festival to be continued in this location.**

#### THE MATTER OF PROVIDING LAND USE PLANNING SERVICES

- Latta noted that he was trying to take care of this issue before he left, and he suggested that City Council table it tonight. He had asked the city attorney whether we could add this to our existing engineering contract, (Branch Engineering) since they also provide us with planning services. We are also doing business with OCWCOG (Oregon Cascade West Council of Governments). The two entities are a little different in scope, as one is a private engagement, and the other is an IGA (Intergovernmental Agreement). Staff is working on that IGA amendment and will send it out tomorrow. We will reach out to probably Branch Engineering, the OCWCOG, and possibly the LOC (League of Oregon Cities).
- Thomas **motioned to table the land use planning discussion and was seconded by Downey. The City Council then vote unanimously to approve tabling the issue of the land use planning until the next meeting.**

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- Latta noted that before we jump to the next topic, that perhaps we should jump to the HRA Meeting, as subject number 5 could be lengthy. He wasn't sure where the Phelps lived, and wanted to expedite that part of the meeting.
- Thomas **motioned to recess the meeting so that we could hold the HRA Board meeting and was seconded** by Keaton. **The City Council then voted unanimously to table the meeting, in order to hold the HRA Board Meeting, at the hour of 7:36pm.**

**At the hour of 7:47pm, the City Council resumed the meeting.**

## **THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR**

**Staff Report:** Latta wanted to separate some of the issues on the next topic of discussion. All of these have been recommended by the Personnel Committee. Both he and the Mayor were at the meeting last week, but unfortunately, he wasn't able to attend the meeting last night. We were still obtaining some information, and that might take some discussion. Therefore, they might want to separate the portion of the meeting that will involve OCWCOG, since Ryan Schulze is here to discuss his part in the meeting.

- Downey said that we could just jump to item No. 2.
- Latta said that last time we hired a City Administrator, we had a year in which to do it, and we handled it ourselves in-house. We don't have a year this time around, and don't have the manpower, as Michele doesn't have the time to do this this time around, needless to say. We decided at last weeks Personnel Committee meeting to hire somebody to help us. We chose to use OCWCOG to assist us with this. There are a lot of new rules in the HR field, so we have to be really careful. Schulze will train us on what we can and can't say. He gave us a bid, which is close to \$7,000. We feel that there are a few things in it that we will handle in-house. One of those is the brochure. We also added an item to the recruitment timeline, to say that Ryan will return on September 24, in order to do that training. He added that just because we hire them, doesn't mean that they dictate what we do. But they will help guide us. In setting a budget for this process, we don't want to exceed \$10,000. Items 2, 3, and 4 are simple to approve.
- Ryan Schulze, HR Director from OCWCOG, introduced himself. He came in case Council wanted to ask him questions. He doesn't have much to add to what we've said. He will put together a loose proposal. He felt that with what we have in tonight's agenda, that sticking to the \$5,000 for their services is very reasonable; they can do that.

Council asked some questions of Schulze, as did Gaines, who asked if they are doing work for other cities like this. Schulze told him they currently weren't doing this. Thomas asked why we felt we wouldn't have someone starting before January. Downey said that was just an estimate. Eldridge added that it depends upon the person we hire, and what kind of a contract they had from their previous city. Schulze said that what they develop, would be approved by the City Council. Really, for the training session, he'll give them dos and don'ts, we'll evaluate competencies, and will develop questions. Mayor Duncan asked during the process, if we get to the interviews, and we want to talk about an individual, would that have to be during a public meeting? Schulze wasn't sure about that, if he meant the review of the interviews. Latta said that it wouldn't be. Schulze, however, added that technically, it could be discoverable. Everything will need to be documented during that process.

- Caughey then **motioned to authorize staff to contract with OCWCOG for City Administrator Recruitment Services, in an amount to not exceed \$5,000, to accept the timeline for the City Administrator Recruitment Schule, and to approve the total City Administrator Recruitment Budget to not exceed \$10,000. He was seconded** by Downey, and the **City Council voted**

**unanimously to contract with OCWCOG for City Administrator Recruitment Services, in amount to not exceed \$5,000, with the total recruitment budget held to \$10,000, and to approve the current timeline for the recruitment process.**

- Latta thanked Schulze for attending tonight and asked him to touch base with Eldridge about the agreement tomorrow.
- Latta then continued, back to number 1 on this agenda item. We had talked about a number of things we could do at the Personnel Committee meeting, but we narrowed down to two options. We could either hire in an interim City Administrator, or we could appoint a person to act in the capacity of a city administrator. If we wanted to take on an interim City Administrator, then we would need to look a pool of retired ones, that might be in this general area. The Personnel Committee discussed that, and went over a lot of information, including the job requirements, and hot button issues that the City is dealing with. Those issues are ones that Eldridge can take on. Therefore, the Personnel Committee made a recommendation to appoint Eldridge to the acting in capacity City Administrator. However, we didn't have much information on the total costs of hiring and interim administrator vs. appointing in house staff. He felt that we had those now. He handed out a spreadsheet (Addendum No. 2) to Council, that outlined the costs, including PERS. What Eldridge provided before was in the correct ballpark. However, he had talked with both Toledo, and Newberg, who had formerly retired City Administrators who were now working for them as interims. They were being paid the same hourly wage as the former City Administrator, with no PERS or health insurance. This is a different figure then what had been supplied to us in the past. He felt that we could get an interim administrator, who could work 20 to 25 hours a week, which would be affordable for us.
- Downey said then what he was saying was that we could have substantial savings by hiring an outside interim City Administrator.
- Latta didn't know what the costs would be, but yes, he thought it would be more inexpensive to hire outside and would save us more money than hiring a temporary City Recorder.
- Thomas said that if we hired an interim City Administrator, then they might have more knowledge. However, she pointed out that the figures on the bottom, showing the savings, were actually off by the \$10,000 that was listed as total recruitment costs. The savings wouldn't be as much as shown.
- Latta said that he hadn't caught that, but it's still savings, although it's not as significant as we thought.
- Gaines felt that we were moving too fast. He had wanted to go to the previous meetings and wasn't able to. If he had more time, he probably would have caught that.
- Latta said that he felt it would likely still save us around \$4,000 to \$5,000 to go with an outside City Administrator.
- Thomas asked if there was a large pool of applicants out there?
- Latta told her there was. Two of them were working for other cities. He knows that Newberg had 15 applicants. There were lots of retiring City Administrators out there right now.

The City Council discussed this briefly, and Downey thought it would likely be beneficial for Eldridge to have a really experienced City Administrator there on an interim basis. Mayor Duncan said that we had asked Eldridge at the one meeting, if she would take this on, because of our comfort level with someone we knew. Latta saw a lot of pluses in it. He noted that both the

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previous City Administrator with Corvallis, as well as the one from Lebanon, were both in the area. Those are some candidates that they might see. Caughey asked Eldridge how she felt about this change? Eldridge said that she hadn't put herself out there until they asked her to at the last meeting. She felt that she could do the job, but acknowledged that she herself wouldn't be able to focus on much of her current job, if she were also interim CA. She'd be obviously focusing on the priorities for the City. The information she had been given by other cities, that an interim usually cost around \$25,000 for a three-month commitment, was different from the information that we had gotten from Toledo and Newberg. The Council, and Staff, both needed to do what was right for the City. If it brought in someone with more experience, and would cost slightly less than the budget we had previously worked out, then it was the direction the City Council should go in.

Caughey asked Latta if he felt, with the water system, and the other projects we were working on, does he feel that an interim, who wouldn't be as familiar with everything in Harrisburg, would do it as successfully as Eldridge could? Latta said that it would be their primary focus. They wouldn't want to change things and would want to not rock the boat. The person coming in will look at what our key projects are and will talk to the staff person involved with them to find out what they needed to do. One of the things that he felt would be too challenging right now, that he thought about over the weekend, was the fact that we had just re-structured all of the staff, and that each of the department heads were taking on different responsibilities. Pulling any one of them away from their regular duties, is going to make it difficult for everyone. The office is short-staffed right now. In addition, we have the new software, that Eldridge and himself are still new in. We are still learning how to do it. If we pull her off of that, even if it's temporary, it will be more difficult. Any one of them are capable of sitting in his chair, and making sure projects move along, but they would be sacrificing their own jobs, and their effectiveness in doing so. Caughey thanked him for answering his questions. Downey also felt that if nobody was offended, we would go ahead and hire an interim city administrator.

Keaton said that Eldridge would still be involved, as it will be her place to train the new person. Latta said that he compliments Eldridge. She does so much, that if she were to leave, to someplace else in the Tri-County area, that the city would be in trouble. If she were to step into the interim job, she's very good at her job, and would be able to handle it. He truly doesn't know if there is a better City Recorder in the state. Scholz agreed with that and said that there wasn't. Downey had met other City Recorders, and ours is extremely competent. She thinks that Eldridge is truly overworked as it is, so this person would help keep her hours down, and would likely be a mentor to her.

- Downey then **motioned to hire an interim City Administrator, which was seconded by Caughey. The City Council then voted unanimously, to hire an interim City Administrator, rather than appointing someone from in-house.**
- Keaton asked if we were risking getting someone to start right away?
- Downey said that we've been moving along fairly well; and the process is being handled well and is something that Eldridge is really good at.
- Eldridge said that we have been moving really fast and getting that information from the other cities was useful information to have.

#### **THE MATTER OF CONTINUING A DISCUSSION REGARDING LAW ENFORCEMENT SERVICES FOR THE CITY OF HARRISBURG.**

**Staff Report:** Latta said that there is some information he has that isn't in the report. First of all, he met with Coburg on Thursday of last week. Previously, he had met with the police chief, but this time, he also met with the City Administrator from Coburg, who lent her support to the possibilities of obtaining contracted services from them. They also considered the possibilities of providing more than traffic enforcement services for the City. It's nice to have that involvement. He also heard back from the Junction City Police Chief, who also said that he would be able to provide us with a full range

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of law enforcement services, if needed. He let them both know that we wouldn't be making any decisions until after the meeting with the Sheriff. He had also sent the memo from our City Attorney to the Sheriff as well as letting him know that he was leaving the City. He also told him that the City Council is still looking at getting enhanced traffic services from other agencies but wouldn't make a decision until after the City Council met with the Sheriff on August 27. The Sheriff was confident that it might be cheaper, but they wouldn't be able to provide better service. He wanted to provide Council with the letter from the Sheriff, as well as the information we had received from Mike Caughey, and those are both in the agenda document. The sheriff will provide a short presentation on where the money goes in his department, as well as additional information.

- Downey wanted them to notice that the letter from the Sheriff says that they can provide guaranteed traffic services at 30 hours a month.
- Latta said that's what he said. These are the questions you asked him to ask the Sheriff. The first was how they propose to achieve our traffic goals. After looking at it, he decided that instead of the 75 we had first proposed, that he could go to 30.
- Downey felt he was being honest with this. Now we know where we are. The other elements in the letter talked about input, but she doesn't feel that they are operating with our input anyway. Also, will we still have the coverage we need for the 4<sup>th</sup> of July?
- Latta said that we can contract accordingly with the Sheriff in the future, as we have in the past. He would stress that his opinion on this, is that we don't know when the City Council will make this decision, but it will be well thought out. We can continue with the Sheriff's office or go with another agency. We can certainly continue with the current contract, which will allow the new City Administrator to work out the details, to make sure dispatch is taken care of, and make sure that they are involved with the conversations and thought behind what we are doing. He's already laid the groundwork with the agencies we've engaged with. The Sheriff said that he is here to support us, which is a good sign for the City. The City has some options and got an honest letter in response. He thinks that we are moving in the right direction to make a good decision. He added if you have questions, or additional things to ask the Sheriff, or either of the agencies, that he is still here for a little bit of time and can get things started.
- Thomas asked if with the county commissioners, that they control the Sheriffs budget, but with the revenue they get from us, that they don't.
- Latta told her that the money we pay to them is in addition to what the county gives them.
- Mayor Duncan added that the money collected from taxes, goes to the commissioners who control where it goes. The contracted money is given directly to LCSO.
- Downey said that they really went over that in citizens academy too, so people know that. The contracted services go straight into their coffers.
- Caughey said that's what he understood too. Sheriff Riley told us that they get some money from the Commissioners, but the contract cities revenue supplements that. There was a comment made back then that if they didn't have the City revenues, that they would need to lay off 1.5 or 2 deputies.
- Thomas asked if we were the biggest city by far?
- Latta told her we are, but not by far now. Brownsville has over 100 hours, and Mill City has some too.
- Downey asked if they had a substation in Brownsville?
- Latta said that most of the cities had substations. Harrisburg has the largest contract in south county.
- Mayor Duncan said that he wanted to get away from the continual 5% we were being charged every year. We need their services, but we never really progressed to what the 5% increases were being charged for. He hopes that the City Council read Mike's letter, because it's quite clear what we pay for.



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- Downey felt that enhanced services mean that you get input, but she doesn't feel like we get that input.
- Thomas felt that it's a lot of money we pay in order to get that input.
- Downey said that he had citizens complaining to her tonight, about the traffic. It seems to be affecting more people now.
- Mayor Duncan said then that on the 27<sup>th</sup>, they are going to tell us how wonderful they are, and we aren't going to start that discussion about enhanced services.
- Latta said that you can. You just tabled the decision about obtaining enhanced traffic services until after we meet with the Sheriff. You will have the remainder of the fiscal year to continue to get services from them, that the new City Administrator will be able to evaluate. In the meanwhile, we can also get 20 hours a month from another agency, which will allow us to test drive that agency. Now, when you go out for these services, you'll have a better understanding of them.
- Thomas asked though, with our current contract, that we haven't changed anything yet, right? This discussion is for the next contract negotiations.
- Latta told her we lowered our total hours by 45 hours, from 320 to 275. That the only change we needed. They changed to say that they will only charge us a 3.85% increase until they complete their collective bargaining. All the cities will get together with the sheriff on that new contract. We are receiving a few less hours, so we can pay for those hours through contracted services.
- Downey wanted to make sure that we don't talk about enhanced services until after the meeting with Sheriff Yon on the 27<sup>th</sup>. We promised him we would listen to him.
- Latta asked if you want staff to bring the topic back about enhanced services?
- Mayor Duncan said that we don't want that topic on the same agenda.
- Thomas agreed. When we tabled it, she thought we said we would talk about it at the first September meeting.
- Gaines would look at the budget, but he felt that we should be able to take it from contracted services.
- Latta said that we will make sure that the enhanced services are discussed on the 10<sup>th</sup> of September.

#### Others:

- Thomas said that when she was on the Planning Commission, that Latta was in the process of redoing the City code.
- Latta said that he's not done yet. He hopes to have Branch Engineering working on that and is one of the things he wants to talk about. We are probably about a third or possibly halfway through on redoing all the administrative chapters of the land use code. We just completed the natural hazard and riparian sections. The chapters we have left are design standards. There is still a good amount of work left to do on that, depending upon how detailed those chapters should be. We should maybe be working on technical assistance grant through the DLCD. (Department of Land Conservation and Development). That would give us an additional \$20,000 for work being done on the code. He might try to push that through for us; they aren't difficult, and he thinks he has enough time to do that.
- Downey thought that was a nice going away present to leave us with.
- Latta can at least see what the requirements are. Scholz has found out that the small city allotment grants are now a lot more complicated than what they've been in the past. At least the general fund can pay for that.

**THE MATTER OF APPROVING THE CONSENT LIST**

- Thomas **motioned to approve the consent list and was seconded** by Caughey. **The City Council then voted unanimously to approve the Consent List. The actions of the City Council approved the following:**
  - **The payment approval report for July 2019**
  - **The minutes of June 25, 2019**

**More Others:**

- Keaton told Council that he wouldn't be able to attend the OCWCOG Transportation Committee meeting, which is next Thursday at 5:00. He asked if someone else could go.
- Latta said that he is the alternate.

Keaton also talked about the Intermodal Transport Facility, which the City Council discussed briefly. Keaton also brought up the wetlands issue and had some concerns about it. Latta said that a lot of bills were killed recently, but that wetlands issue was signed by the governor yesterday. The DSL will do some legwork on that, including an application to the EPA. He saw that going forward. Downey told him that if he continues to work on that, to not forget Harrisburg. Latta would continue to be part of that consortium that was working on that. Dallas was happy about his involvement with that.

Caughey said that he had some concerns about the 100-acre park, which becomes ours in October. How will we control access to that area, and make sure that nefarious activities won't occur there, and that we won't be responsible for it? Scholz said that we haven't had any discussions about where to set up access for that property. We will block off any vehicular access, especially with the river access. Caughey said that some people walk across the privately-owned lands to get to the river. Scholz said that like with a bike path, that we can't fence it off, and is something we'll need to look at. We can't fence off the entire property, as large as the property is. People will be able to get into it. Caughey said his concern is our liability; if we own it, we are responsible for that. Latta said that Roger Nyquist was still interested in that project. The Parks Director was now enthused about it as well. The Marathon organizers were also interested in it, as being a better location for them to hold the event at. But apparently, they aren't doing it this year, and it won't be back. The vehicle access is along the railroad tracks. We can tell Knife River to lock the gate, and put the signs up; just because it's publicly owned, doesn't mean that it needs to be accessible. Liability is something we are concerned with. If somebody is down there, we kick them out. That is on our radar; as you know, we will need to pay Knife River \$52,000 in October. There is a land use procedure still to be done too. That should have happened a while back. Now, it likely won't be partitioned until after October 1<sup>st</sup>. Downey said that we'll need to add it to our risk insurance policy. CIS has been bringing up issues like people camping on public land. Scholz said that designating it as a park will help with recreational immunity. Downey said that she still wants no trespassing signs up. Mayor Duncan asked how reclamation was going on that property? Latta said that he hasn't been to look at it, but they told him it would be wrapped up by October 1<sup>st</sup>. Before they close up shop on their mining operations, the state has to approve it. They issue some kind of certificate.

- Latta also brought up the warranty program available from National League of Cities. Mike had wanted more information about that. It covers a water line, from the water main to the house, if something should collapse.
- Downey might be interested in something like that on an older home.
- Scholz said that's what the program is for, is for private property. Utilities own the infrastructure in the public right-of way. We are responsible for a line from the main to the private property. At first, the warranty program was trying to say that they would replace

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from the house to the main line. But the warranty company said no, we wouldn't have access to that. Private property owners can join that program; the city can't.

**With no further business to discuss, the City Council adjourned at the hour of 9:06pm.**

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Mayor

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City Recorder

UNAPPROVED

## Resolution No. 1220

**A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE, AND  
SETTING AN EFFECTIVE DATE**

WHEREAS, the City of Harrisburg has the authority to charge fees for services it provides; and,

WHEREAS, the City has a current fee schedule which it provides to the public, which should accurately reflect the fees that the City charges; and,

WHEREAS, the City finds the recovery of certain administrative costs incurred by the City of Harrisburg to be in the public interest; and,

WHEREAS, the effective date is based upon when the Harrisburg Municipal Center is accepted, approved and ready for rental, which is tentatively mid-September.

NOW, THEREFORE, the City Council:

1. Adopts the Amended City Fee Schedule as shown in **Exhibit A**.
2. Repeals Resolution No. 1174.

Adopted by the City Council of the City of Harrisburg, Oregon, the 13<sup>th</sup> day of August, 2019, and effective when the Municipal Center is accepted, approved and ready for rental.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

**EXHIBIT A****City Fees:**

<b>Ordinance</b>	<b>Subject</b>	<b>Fee</b>		
2.20.100	Library <ul style="list-style-type: none"> <li>• Card – Nonresident</li> <li>• Card – Nonresident Senior Citizen</li> <li>• Card – Additional</li> <li>• Card – Replacement for lost or damaged</li> <li>• Overdue Materials Charge</li> </ul>	\$25.00		
		\$12.50		
		\$1.00		
		\$1.00		
		\$0.10 / day		
2.25.050	Photocopies	<b>Size</b>	<b>B/W</b>	<b>Color</b>
		<b>8.5X11</b>	\$0.15	\$0.25
		<b>8.5X14</b>	\$0.25	\$0.50
		<b>11X17</b>	\$0.50	\$0.75
2.25.050	Public records <ul style="list-style-type: none"> <li>• Records Request Searches</li> <li>• City Charter</li> <li>• PW standard drawing</li> <li>• Comp Plan, Volume 1</li> <li>• Comp Plan, Volume 2</li> <li>• Zoning Map, Comp Plan Map, or LWI Map (11X17)</li> <li>• Buildable Land Needs Analysis</li> <li>• Certified copies</li> </ul>	\$30 / hour – Minimum ½ hour increments		
		\$2.50		
		\$5.00		
		\$10.00		
		\$10.00		
		\$3.00		
		\$20.00		
		\$5.00		
3.07.030	Marijuana Sales Tax Rates <ul style="list-style-type: none"> <li>• Medical (% of gross sales)</li> <li>• Recreational (% of gross sales)</li> </ul>	0%		
		0%		
3.15.030	Lien Search Fees	\$28.00 / search		
5.05.050	Business License <ul style="list-style-type: none"> <li>• One Employee</li> <li>• 2-10 Employees</li> <li>• 11-30 Employees</li> <li>• 31+ Employees</li> </ul> Rental License <ul style="list-style-type: none"> <li>• 1-10 Rentals</li> <li>• 11+ Rentals</li> </ul> Late Fee	\$30.00		
		\$55.00		
		\$90.00		
		\$105.00		
		\$10.00 / rental		
		\$110.00		
		\$20% / month		
5.05.060	Transfer of Business License	\$30.00		
5.07.020	Home Occupation	\$30.00		
5.09.030	Commercial Truck Permit	\$30.00		
5.10.050	Solicitor License	\$100.00		
5.15.030	Social Games	\$75.00		
5.20.030	Secondhand Dealer License	\$75.00		
5.25.030	Street & Sidewalk Vendor License	\$75.00		

<b>Ordinance</b>	<b>Subject</b>	<b>Fee</b>
6.05.110.2	Small or Miniature Livestock Fee	\$50.00
9.20.030 9.55.110	Sound Amplification Permit	\$30.00
9.50.040	Public Dance License <ul style="list-style-type: none"> <li>• Annual fee</li> <li>• Amount refunded if no dance held</li> <li>• Fee per public dance</li> </ul>	\$325.00 \$250.00 \$50.00
9.52.050	Public Event Application Fee <ul style="list-style-type: none"> <li>• 500 or less people</li> <li>• More than 500 people</li> </ul>	\$165.00 \$250.00
12.10.010 13.05.050 17.35.070 18.15.020 18.20.010 18.22.020	Waiver of Remonstrance recording fee	\$65 First Page, \$5 per additional page, \$5 Administrative Fee
12.15.040	Right-of-Way Permit	\$50.00 + actual costs
12.20.010	Street Trees Purchase and Planting per Tree	\$300.00
13.10.030	Sewer System Fees <ul style="list-style-type: none"> <li>• Sewer Connection</li> <li>• Service Deposit</li> <li>• Delinquent Accounts</li> <li>Tag Fee</li> <li>Turn on Fee</li> </ul>	\$225.00 \$50.00  \$20.00 / tag \$30.00
13.15.030	Water System Fees <ul style="list-style-type: none"> <li>• Service Installation</li> <li>• Meter Drop-in <ul style="list-style-type: none"> <li>¾" inch</li> <li>1" inch</li> </ul> </li> <li>• Service Deposit</li> <li>• Delinquent Accounts</li> <li>Tag Fee</li> <li>Turn on Fee</li> <li>• Testing Water Meter (user request)</li> <li>• Moving or altering meter</li> <li>• Repair or damage to water meter or city lines</li> <li>• Meter on well</li> </ul>	\$1,335.00 or actual costs whichever is greater  \$360.00 \$415.00 \$50.00  \$20.00 / tag \$30.00 Actual Cost (\$50 min.) Actual Cost Actual Cost \$450.00
15.05.140	Fill permit <ul style="list-style-type: none"> <li>• 50 – 99 cubic yards</li> <li>• 100 – 4,999 cubic yards</li> <li>5,000 or more cubic yards</li> </ul>	\$60.00 \$425.00 + actual costs \$425.00 + actual costs
15.20.110	Flood Hazard Development Permit	\$275.00
18.125.110	Land use <ul style="list-style-type: none"> <li>• Annexation</li> <li>• Appeal to Planning Commission or City Council</li> </ul>	\$1,650.00 \$425.00

Ordinance	Subject	Fee
	<ul style="list-style-type: none"> <li>Comprehensive Plan Map Amendment</li> <li>Conditional Use Permit</li> <li>Historic Permits <ul style="list-style-type: none"> <li>Resource Alteration</li> <li>Resource Demolition</li> <li>Historic Review – District</li> </ul> </li> <li>Legal Lot Determination</li> <li>Measure 37 Claim</li> <li>Property Line Adjustment</li> <li>Partition (Minor/Major) / Replat ≤3 lots</li> <li>Site Plan</li> <li>Site Plan – Parking lot only</li> <li>Subdivision / Replat &gt;3 Lots</li> <li>Vacation of street, alley or easement</li> <li>Variance</li> <li>Zone Map Change</li> <li>Zoning Ordinance Text Amendment</li> </ul>	\$1,725.00 \$850.00  \$100.00 \$550.00 \$25.00 \$150.00 \$1,250.00 \$225.00 \$925.00 \$675.00 \$250.00 \$1,175.00 + \$25.00/lot \$975.00 \$425.00 \$1,375.00 \$1,125.00
<i>Miscellaneous Fees:</i>		
	Public Works Crew Rates <ul style="list-style-type: none"> <li>Labor</li> <li>Administrative Fee</li> <li>Drivable Equipment</li> <li>Other Power Equipment</li> <li>Contracted Services</li> <li>Grass Cutting</li> </ul>	\$65.00 / hr 20% of Labor \$25.00 / hr \$10.00 / hr \$ actual costs + 20% \$75.00 / hr
	Gazebo Rental – 4 hours <ul style="list-style-type: none"> <li>Refundable deposit</li> </ul>	\$125.00 \$300.00
	Municipal Center meeting room rental – 4 hours <ul style="list-style-type: none"> <li>Refundable deposit</li> </ul>	\$125.00 \$300.00
	Skate Park Reservation – two hours	\$100.00
	Notary fees <ul style="list-style-type: none"> <li>Acknowledgement</li> <li>Verification or affirmation</li> <li>Certifying copy or witnessing signing</li> <li>Administer oath or affirmation</li> </ul> Depositions per page	\$10.00 \$10.00 \$10.00 \$10.00 \$1.00
	NSF check	\$25.00
	Enterprise Zone Pre-authorization	\$250.00

**Municipal Court Fees:**

Subject	Fee
Payment Arrangement Fee	\$25.00
Suspension Fee	\$15.00
Dismissal Fee	Subject to Violation Class
Show Cause Fee	\$50.00

Subject	Fee
Warrant Fee	\$100.00
Collection Fee	\$25.00
3 <sup>rd</sup> Party Collection Agency Fee	Subject ORS137.118, and Agency's Commission

UNAPPROVED



# **Budget for City Administrator Recruitment/AIC Rate of Pay, and Temp City Recorder**

Aug 26 to Jan 24

Sept 23 to Jan 24

Weeks	22 Weeks		17 Weeks		
Rate of Pay	\$20	\$25	\$20	\$25	
Hours	25	25	25	25	
	\$500	\$625	\$500	\$625	
CR Temp	\$ 11,000.00	\$ 13,750.00	\$ 8,500.00	\$ 10,625.00	Based on weekly pay.
FICA	\$ 841.50	\$ 1,051.88	\$ 650.25	\$ 812.81	
PERS	\$ 3,436.40	\$ 4,295.50	\$ 2,655.40	\$ 3,319.25	
Total Compensation	\$ 15,277.90	\$ 19,097.38	\$ 11,805.65	\$ 14,757.06	
CA Interim	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00	Based on 9 pay periods
FICA	\$ 516.38	\$ 516.38	\$ 516.38	\$ 516.38	
PERS	\$ 1,958.85	\$ 1,958.85	\$ 1,958.85	\$ 1,958.85	
Total Compensation	\$ 9,225.23	\$ 9,225.23	\$ 9,225.23	\$ 9,225.23	
CA Recruitment Costs	\$ 24,503.13	\$ 28,322.60	\$ 21,030.88	\$ 23,982.29	
Total Costs for the City	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
Administrator Recruitment Process	\$ 34,503.13	\$ 38,322.60	\$ 31,030.88	\$ 33,982.29	
Current CA Total Compensation Report (\$6,030 Per Pay Period)	\$ 54,270.00				
<b>SAVINGS</b>	\$ 19,766.88	\$ 15,947.40	\$ 23,239.13	\$ 20,287.71	Based on 9 pay periods, includes Insurance and PERS
Interim CA	20 Hours	25 Hours	30 Hours	35 Hours	Brian's Hourly
FICA	\$19,558.88	\$24,448.60	\$29,338.32	\$34,228.04	\$39,117.76
Total Compensation	\$1,496.25	\$1,870.32	\$2,244.38	\$2,618.45	\$2,992.51
	\$21,055.13	\$26,318.92	\$31,582.70	\$36,846.49	\$42,110.27
Savings	\$ 33,214.87	\$27,951.08	\$22,687.30	\$17,423.51	\$12,159.73

*\*Toledo & Newberg hired outside Interim CA with no PERS and no Health Insurance*



## Harrisburg City Council Work Session Minutes

August 27, 2019

Meeting Location: Harrisburg Municipal Center – 354 Smith St.

**CALL TO ORDER AND ROLL CALL:** At the hour of 6:30 PM, Mayor Robert Duncan called the meeting to order. Present were Mike Caughey, Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, and Charlotte Thomas. Absent was Councilor Randy Klemm. Staff present were City Administrator Brian Latta, and City Recorder/Asst. City Administrator Michele Eldridge.

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** All were here for items on the agenda.

**THE MATTER OF HEARING A PRESENTATION FROM THE LINN COUNTY SHERIFF JIM YON.**

**CONCERNED CITIZEN(S) IN THE AUDIENCE. None**

**THE MATTER OF HEARING A PRESENTATION FROM THE LINN COUNTY SHERIFF JIM YON.**

**LCSSO REPORT:** Sheriff Yon started with a review of the month of July Sheriff's Office Reports: There were 13 traffic citations, 19 traffic warnings, 1 crash in town, 183 complaints, plus 42.75 hours of traffic enforcement. With 7 hours of administrative work, we spent a total of 336 hours in town. He also shared that earlier this month, Quintin Reddington was arrested. We discovered multiple thefts he was responsible for, including mail thefts as well as discovering tools belonging to the contractor at the school, who hadn't reported them missing.

- Thomas said that her mail was stolen, the day she came home from vacation.
- Sheriff Yon said that they also recovered a stolen vehicle. They had a DUI on July 4, and the local laundromat was broken into. In addition, they caught a juvenile, who was jumping on and destroying new plants at the fire hall. They caught him on cameras and could identify him. He will be providing restitution to them.
- Sheriff Yon then referred to the PowerPoint presentation (Please see Addendum No. 1) he had brought and went through with the City Council. Their mission statement is *Keeping the Peace with Dignity, Honesty, and Compassion*. The Sheriff's Office was formed in 1847, and they cover roughly 2,300 sq. miles of territory. They currently have 190 employees, who deal with the day to day operations. He talked about the different

departments that the Sheriff's Office had, and what they each did. Their budget is just a little under \$34 million right now. Some funds are given to them from the general fund for Linn County, but they also have an operating levy, which is funded every 4 years. They started the levy in the early 80's. Like most government entities, most of their expenses are with personnel, with the rest going in about an 80% to 20% split to materials and services. They do a good job of controlling expenses, and not purchasing anything unless it's truly needed.

- Latta asked if they lower expenses enough, do they also reduce the levy?
- Sheriff Yon told him no, it's kept at the same rate. They are very careful with their expenses. For instance, their current software has been in use since 1989. The only reason that they are considering changing is because the software version they have is no longer supported by the company. That was just one example of what they do to save on funds. They currently have around 300 volunteers, which range from youths, to seniors, and from search and rescue to mounted posse's, etc. Around 27,000 hours were logged by volunteers last year, which comes to roughly 14 FTE.
- Mayor Duncan asked if they had only one reserve officer right now?
- Sheriff Yon told him yes; they just hired another person today. As the city knows, all of their patrols are understaffed right now. They are working on filling those needs. They also need more reserves, because those positions are relied upon when they cover events like the 4<sup>th</sup> of July. He added that our contract with the City is really beneficial to the City, because the City doesn't need to deal with liability. A law enforcement department always has a lot of liability concerns, and a jail increases those. Jails usually result in large lawsuits and are a huge expense. Another thing they have done is to add the services for a contracted city representative, who is Lieutenant Michelle Duncan. That's a liaison to the cities, and he thought, a beneficial position for all of us.
- Downey liked the presentation, and she hoped that everyone gets the big picture. She's glad that they allowed the changes on the contract, because she thinks it beneficial to them. She felt that our problem right now, is the City's input on strategy. She knows we have input, that is what she is hearing from other councilors. You hear us, but nothing is happening. That's a problem. You would be amazed of how much the traffic patrol issue has come up amongst our citizens. She talks weekly with a neighbor, who talks about the traffic problems. We aren't making it up.... we are hearing it from citizens, and it's a concern. She knows with everything going on in the sheriff's department, it may not seem important. But it's a big issue to the citizens of Harrisburg. That is the push here, that we get from citizens, that people speeding around town, going crazy in cars, and they know that things are being done about it, but not enough. We need to fix it; that needs to get better. She does know that people won't stop speeding.
- Sheriff Yon said that we won't ever make everyone happy. We will always have that. He is going to strive to be better on this. What he doesn't think is right, is if a city gives them, as an example, a goal of 20 traffic tickets per deputy per town.... that's a quota; citizens would rebel against that. He understands what you are saying; if we work together, we can get together and figure it out.
- Downey commented that we have no complaints about anything else. Just traffic.
- Sheriff Yon said that the deputies are not always doing traffic, calls are up this month, compared to last year. That's not an excuse; but it does tell a little bit of the story. He is hearing what you are saying, and he wants the numbers there himself. The last thing he wants, is for you guys to be upset. He doesn't want you to think that. At one point, we

could go too far. If you set any kind of a quota, then he would have a problem with that. He doesn't like that personally.

- Downey said that we maybe need to have a conversation, as nobody here wants a quota.
- Sheriff Yon said that he works better with having a ballpark number of hours that they should be providing.
- Boese wasn't certain or sure how involved we want to go in this conversation. He has more of an understanding of what you do, as he's been through citizens academy. He's not sure of how much discussion we should be getting into in relation to traffic hours; is this the time to do this?
- Mayor Duncan told him sure.
- Boese said that when we were looking at supplemental traffic services, it was to get more manpower, that we weren't getting from you. We aren't trying to offend the sheriff's office, or anything, we just want to add to the services you give us.
- Sheriff Yon apologized for that.
- Boese told him that we never thought of just getting rid of the Sheriff's Office. He hopes the Sheriff knows that.
- Sheriff Yon said that he understands that. When a deputy is patrolling, they are also looking of suspicious vehicles, and people, and they are doing traffic enforcement at the same time, but don't necessarily correlate their hours as falling into that time slot. If they sit on Diamond Hill Road, at 7:30 on Thursdays, then that's easy to call it traffic hours. But if you are driving around town, you are doing it all at once; watching traffic, running radar, looking at parked cars, people, and buildings. From their perspective, it's difficult to separate that out.
- Downey commented if they are looking around, then maybe it should be counted.
- Sheriff Yon said that to him, it's not a huge deal to differentiate; but with all the stuff they do, it's different. Also, it's one more thing that they have to carve out and document on top of everything else. They can work on that; he knows Lieutenant Duncan has worked on that and knows she's had a meeting with the resident deputies. If we clarify that, and make it better, is that what you are looking for?
- Boese told him yeah, as far as traffic hours, we were supposed to try to get 75?
- Latta said that was a goal.
- Boese said that they've never really reached that goal, as far as we've seen, and that's why we said we should supplement that.
- Sheriff Yon said to be honest, when we looked at that, it wasn't worth the fight to him, to list something more realistic. We were trying to get the contract finalized, and he simply wanted to get it completed. Perhaps he should have negotiated more on that.
- Boese told him that's what he looks for, what he feels we are paying for, and what we are not getting. Perhaps we should pro-rate it if we aren't getting it.
- Sheriff Yon wanted to point out that we don't have many crashes. Excessive speeding generally shows up in an increased number of crashes, which we don't have. He knows that people in Monroe right now, are really confused as to who they are supposed to be calling when there are problems in town. He would prefer to be given an opportunity to revise our traffic hours goal, and to be given a chance to meet it. If we can't meet that, then he can see Harrisburg signing up for additional services.

- Thomas asked how it correlates, with the levy, that all the taxpayers in Linn County are paying for additional services? How does the LCSO compensate for that?
- Sheriff Yon asked if she meant how we would handle the calls differently?
- Thomas said that we are paying for enhanced services, but you say you've been getting more calls both here, and elsewhere.
- Sheriff Yon said that they may be driving through a street in Waterloo, but they aren't obligated to be there for a certain number of hours.
- Thomas asked if you are required to respond?
- Sheriff Yon told her that depends. If there is a crash, with no injuries, and not a lot of damage, then they may not come. A burglary may not be urgent enough to attend to that day, but they would catch up with that. They wouldn't have to conform to a certain amount of hours. Plus, right now, they patrol where and when they want.
- Keaton could understand how difficult it is to determine how much time officers spend in town. If they are in town, and someone goes by speeding, they probably would pull them over. That's simple. He suggested that maybe they should change their metrics; perhaps anytime they are in town, they could say that roughly, 25% of their time in town is spent on traffic issues. Isn't that an easier time metrics to measure?
- Sheriff Yon said probably; but his deputies are also worried about making things accurate. It's important that what they do, can be tracked, and is accurate.
- Keaton understood that. It's hard, and he gets that. But if they use a ratio, it simplifies that. He knows that we are kind of getting around the accuracy issue, but how do we arrive at right number of traffic hours, so citizens feel they are safe? We don't know if 75 hours of traffic enforcement is the correct number. Before, the number we had, wasn't met, and it didn't feel like it was correct. We thought a lower number for traffic was in-line, and you lowered the number of total hours,
- Latta said that we tried to have that previously, but LCSO didn't separate warnings and tickets. During our meetings, he tried to gauge that with 420 hours, that hey, maybe 100 hours in traffic would work. When we asked what was realistic, you said 75. You had stated that as a goal, that would probably work; although you likely wouldn't reach it a majority of times. After seeing the number of hours that LCSO was averaging, they directed him to look at the possibilities of supplemental services. You had asked us to communicate with you, which we did, saying that we just wanted to supplement traffic services. He thought he had been given the green light of the RFP to go out.
- Sheriff Yon said that he didn't handle that well; he will be the first to admit it. 75 hours might not be right, but we will strive to find out what is more appropriate. He suggested that perhaps we could have a combined committee to work on something like that? But he wasn't sure what constituted a quorum for Council.
- Keaton said that our overarching concern is that our citizens feel safe if they try to cross the road at 7<sup>th</sup> & Diamond Hill Road.
- Downey said that knew a deputy had been placed there.
- Keaton agreed. He added that his presence there helps, because it slows people down. We don't want a quota, and doesn't think that would work. But whether they give out warnings or citations, it's still going to work on trying to get people to stop speeding.
- Sheriff Yon said then that if 4 is our quorum, maybe 2 or 3 people could meet with them to work on the traffic issue.

- Donna Duncan, 185 N. 4<sup>th</sup> St., brought up that we as taxpayers are really paying three times for services. Our taxes go to Linn County, who funds the Sheriff Department, then we also pay a levy, and then our taxes that go to the city, pay for something more? Is that for something different?
- Sheriff Yon told her it was.
- Duncan asked why her tax dollars are not enough to get what she wants in town. She can see that if we are paying taxes, that we expect to get protected by a policing agency, and that's where her money is. She didn't choose where her tax dollars go, but because she's a citizen, she expects you to provide the services she pays you to do.
- Sheriff Yon said that we have a levy that goes out for the vote every 4 years, which provides 52% of their budget. The city pays extra money, for enhanced services.
- Duncan said that she understands that. Why do we have to spend extra money to get enhanced services.
- Sheriff Yon said that is at Council's discretion, if they choose to do that. If they don't want to do that, then we are done with the contract.
- Duncan asked what she would get as a citizen, if the City does that.
- Sheriff Yon told her that we would try to provide a similar service, but not a guaranteed amount of time in town.
- Duncan said then if someone calls, you would call us back, and that would be for every call you get.
- Sheriff Yon told her that it's our goal to try to do that with every call for service they get. Sometimes they are delayed.
- Duncan said that she understood...but you would answer.
- Sheriff Yon told her yes.
- Duncan stated then, that we should get some really cool stuff with enhanced services.
- Sheriff Yon felt that you do get that. Having only one crash in town proves that.
- Duncan said that it's because of our citizens, that we have a great community.
- Sheriff Yon felt that it's a combination, of them doing their job, and the citizens in the community. There are always voices out there that don't feel we are providing what we should, but we can't do it ourselves.
- Charles Alton, 396 S. 2<sup>nd</sup> St.; said that there's a difference problem. There could be a speeder going down one street, and another on Hwy 99. He doesn't know how many deputies you have, and how many they stop for speeding. He suggested that they try to put different metrics together and try to figure out the trouble spots. Without having police officers, how can you measure up, to know how many people are speeding, and how many have been pulled over. We need to come up with a way to measure this thing, to measure if police action is making a difference.
- Sheriff Yon told him that if you can figure that out, you would probably be a rich guy.
- Anthony Bucher, 971 Sommerville Loop; said that for context, he generally works in a different county, in Lane County. They only work in rural Lane County, 3 days a week. If you have a number to call, say for instance, for an active shooter, you are likely not getting to get anyone in time, unless a deputy is already here. The Sheriff may be trying to answer a call, but he's not sure, that everyone will show up, and in a timely manner, and that it would be uncommon. He understands the problem, but he doesn't see them a lot. His general observation is that someone is going to show up, and actually be in town, just not in a timely basis.

- Mayor Duncan wanted to close the discussion out with his two cents. He was crossing the bridge today, and he thought he saw a homeless camp, with a white car down there. He thought he should call and ask them to check it out, but then he hesitated. It bothered him, because he didn't feel it would be important to them. Are we big enough, that we could use our own police force, yes, but we can't afford it. With the cost of everything, such as PERS, and insurance costs are so high; we are beholden to Linn County. Sometimes when we call dispatch, it feels like we need to have our hat off, saying please Mr. Deputy, will you come and check on this for us? It shouldn't feel like that. When we hire someone, even Public Works, we reiterate that you are now a public servant. Whether you like it or not, you are working for the city, and you therefore work for everyone in town. He is backed by these wonderful people, and if serving is below us, then leadership is beyond us. In this setting, we are all servants. We need to feel from the deputies, that they are here to serve us. Not because they are serving us; because it's their duty. You understand how we feel about our deputies.... we cherish and love them. His daughter was involved as a reserve officer, in an active shooting. He understands what it feels like when the phone rings. He thinks that all of us do. We ultimately are in leadership because we chose to serve. We understand that you can't be there every moment. When you cross that bridge, it's heaven. There is a weight on the shoulders, that falls off as we leave Lane County, because we have arrived. We've had several major incidents, and Junction City has gotten here first. We understand, you guys might be in Sweet Home, or in Brownsville. Are we at a point in this towns' life, where we have to do something different? That's why we get the big bucks, not because we dislike you guys. If we had to make decision tonight, then he doesn't think we could.
- Sheriff Yon told him that he believes wholeheartedly in what you said. When he interviews a new hire, being a public servant, is number 4 on his list. Those are his expectations with his staff. You should never feel that way. If a deputy is doing that, he needs to know. We had some issues, and we've taken care of it swiftly. We don't like that at all. What can we do to help you, should be the first and last thing you say. He doesn't ever want to hear differently. His expectations are that we are here to service the public. If you see someone having a bad day, then he wants to know about it. If you see it, and he sees it, and that guy sees it, then he wants to correct that. So, don't ever hesitate, if you don't get the service you want, or get talked to in a manner you disagree with, then call. That's what they are here for.
- Mayor Duncan said it's our beach, which the river decided to give us, until we get our boat landing back. But even though it's below the high-water mark, it's still part of something we care about.
- Sheriff Yon reiterated that he doesn't want them to hesitate to let us know; whether that's Sergeant Klein, Lieutenant Duncan, or himself. It's a big issue to him, and we want to deal with it. He doesn't want you to feel that way.
- Mayor Duncan understood; he said that we do appreciate your time. Feel free to sit and stay, and watch the wheels turn.
- Sheriff Yon wanted to wish good luck to Brian; he done some good things. He worked here as a resident deputy in 1993, and to see where it's at now; he's done a lot of good things and should be proud of what he has done. He appreciates the push back, he really does; and he wanted to give Latta kudos for the City thing (contract). It's been one

of the best things we've done. It's painful to look into the mirror, but it could be done, and is what you are doing. What is his timeline until he leaves?

- Latta told him this is his last meeting. We are interviewing some people tonight, to be an interim. The full recruitment will go out soon, and depending upon contracts and timing, we will luckily have the position filled in January.
- Sheriff Yon wished him good luck.

#### **THE MATTER OF CONSIDERING A PROPOSAL BY ANTHONY BUCHER TO CONSTRUCT SIUSLAW PLACE, ENABLING FUTURE RESIDENTIAL DEVELOPMENT.**

**Staff Report:** Latta commented that staff have no recommendation on this request, other than Council should be considering whether or not this proposed street improvement is more important than the others that appear on the CIP. (Capital Improvement Plan). Anthony Bucher is asking the Council if they will allow SDC (System Development Charges) funds, in the amount of \$110,000 to be used to pay for the extension of Siuslaw Place. He feels that this would allow the development of lots on this property, which the city would otherwise not have. He pointed out two things. First, to use SDC money, a project must be listed on the CIP; the extension of Siuslaw Place is not on the project list. In order to avoid being required to do an SDC analysis, we have to keep the same relative dollar amount of projects on the CIP list. If we decide to add Siuslaw Place, then another street project will need to come off of the list. Second, the Planning Commission has talked about widening Sommerville Loop, which they feel is a priority. In addition, the applicant feels that this project is similar to what the City did with Burton St. The City had a public improvement district on Burton St, where property owners had to pay for a portion of it, and the City had already approved some development on it in the past and hadn't required the street improvement at that time. This is really an apples to oranges comparison and doesn't match up. The project that Bucher is suggesting is very straight forward, and is a regular type of development. The question tonight, is if this project is as important or more important than other projects on the CIP. If that answer is yes, then we need a mechanism to make that happen.

- Anthony Bucher, 971 Sommerville Loop, told Council that they should know that he and his wife have developed other things in the City; this is not a do or die situation because they are committed to Harrisburg. They would simply rather do this here, than elsewhere. He talked to Council a couple of years ago, about how SDC's are counterproductive, and limits how much profit you can make. He wouldn't be mentioning SDC's tonight, except that on the property he is in the process of purchasing, there is a road segment, which is 60' wide, and is already owned by the City. Like many vacant parcels, road improvement is required before development is allowed on lands. There are several large lots in town, that will not be developed, because of infrastructure costs. So, the question is, do you want to have those improved. His point is that in comparison, this is a relatively small amount he is asking for, that will allow 8 lots to be developed. The homes built here would be unique; they would be very narrow. The size of this lot will limit its development; it will be vacant for a very long time, unless the City is willing to help it out. This is cost prohibitive personally, for having it done. He would need to put in the entire road, for the entire length of that parcel, in order to access any part of it; it comes to approximately 4000' sq. ft. of road.
- Mayor Duncan asked if that was like a giant driveway?
- Bucher noted that it's more than that, as it's a full street. The bid he received is around \$80,000, but he hasn't yet talked with the PW Director in order to determine what other



kinds of infrastructure requirements would be required. Therefore, he is asking for \$110,000 in SDC monies.

- Mayor Duncan asked how much that was per square foot.
- Bucher told him about \$7,000 per square foot. He has several different proposals in mind, with different mixes of structures. Some of the homes would be duplexes, but it depends upon setbacks on the lots he creates. Most of the duplexes would be located on the ends, of what would likely be corner lots. The lots will likely require variances, as they will be panhandle lots, with private access that will be likely be narrower than what is preferred. This is the first step before meeting with the Planning Commission. Brian and he have talked about this. He's confident that if this works, it will be great for the city, but if not, there are other things that they can consider. For this project, he would like to partner with the City. If this doesn't work, it will be a fire hazard for another 25 years.
- Mayor Duncan commented that he is a little concerned with this project suggestion. We have been trying to build up our street funds, from F rated streets on up. The first thing that always comes up, is what's on the CIP. He'd like to hear from Council on this.
- Keaton said that he didn't have anything specifically to note. There's not a lot you can do with this property, other than an air strip or bowling alley. There is a lot of everything on the list we can do around town, but when is there another opportunity, if this is the only one in 20 years, or whatever else needs to be done.
- Mayor Duncan asked about whether the SDC's we would get for each dwelling, would recover the \$180,000, as an example, we could spend for this project?
- Latta said that we receive \$13,107 per dwelling unit, but only a portion of that goes to transportation SDC's.
- Thomas said that she thought that the last time we had looked at the CIP, that Scholz had opinions about the order of things. Where would this project fall on that list?
- Scholz said that would be determined later on, if Council wants to add this to the list. When you alter the list, it requires that you are prioritizing the rest of the projects listed. Where would Council rank 4<sup>th</sup> St., in comparison to this? That would be a much larger conversation we would need to have.
- Latta said that we need to look at what value we are receiving with the extension of the road. This street dead ends into the mobile home park. That park is well maintained and will likely not be redeveloped soon. Roads that can develop other properties should be a priority. Other projects might have connectivity or be needed for safety considerations.
- Thomas would like to see the city revisiting this; it's an issue for another time. She would like to see beyond what Bucher is talking about.
- Scholz reminded Council that we need to redo the TSP (Transportation System Plan), which other than the one addendum made in 1999, hadn't been touched for some time.
- Mayor Duncan asked if we hadn't applied for a grant or something for that?
- Latta told him last year, we applied for a TGM (Transportation and Growth Management) grant. The TSP has guided us in the directions we've historically gone.
- Boese thought that looking at the CIP, that it was strange that we don't have a number 1 on this. It's starts at number 2.
- Thomas noted that Burton is on this list.

- Scholz agreed, and said that we've also just finished Kesling, from 1<sup>st</sup> to 2<sup>nd</sup>. Only part of Kesling could use SDC funds. We've been working on building up our transportation funds; there is only so much available. Nothing on this list is planned for this year. We are working on getting the water filtration plants, and the HRA street improvements done, and there are not enough resources. In fact, we would need to outsource to a 3<sup>rd</sup> engineering company to work specifically on this list.
- Boese said that as far as developing, there is not much potential with that property. Is anyone else looking at it?
- Bucher said that's not happening.
- Boese said that he didn't have any problem with doing this, but he wanted to make sure we take care of the other things we have on the CIP. It doesn't sound as though we are doing anything with the CIP this year.
- Scholz said we are, and we aren't. 4<sup>th</sup> Street is part of the HRA, and there are some things we are doing that aren't listed under the CIP. 4<sup>th</sup> Street is on the list.
- Latta said that there are some projects that are important, like the extension of 9<sup>th</sup> St. to Sommerville Loop. That's probably a main one, and the Planning Commission would like to add the widening of Sommerville Loop. They've had lots of development, and a lot of traffic down that street. Bucher certainly knows about this. Where the City has planned on expanding the City in that direction, and with the largest vacant parcels being looked at with interest on that road; we can't continue in the current condition. We need to make it larger; and we would need a public improvement district (PID) to be established. Well over half the properties along there have signed away their rights to object to any PID.
- Boese asked about the budget numbers on page 21 of the agenda; is the amount we have available to spend on transportation projects?
- Latta said his request is in relation to what SDC funds are available for transportation.
- Gaines said that's \$543,235.
- Downey said that we've been gutting expenses to try to make sure that we have more funds available for streets. How much money do we have in there now?
- Latta told her \$175,000.
- Mayor Duncan added that we've been restructuring jobs.
- Downey asked if this hurts that. Does this take anything away from the \$175,000?
- Latta told her it doesn't.
- Downey said then it could be paid for strictly out of SDC funds.
- Latta told her yes. It's new construction; there was no road there before.
- Downey said that the only thing she is concerned about is setting a precedent. If another builder comes in, he could say that you did it for him, and then it becomes a huge issue. She wants to treat everyone fairly. She wanted to make sure the \$175,000 was protected, because we worked hard to save that.
- Keaton asked Bucher what his budget timelines was on this. If we said go for it, when would the project start? Is it one summer, or two summers he would need to build it?
- Bucher told him that our goal is weather permitting to start on the road immediately. He would start the process of the subdivision while the road is being built. Then, when the road is done, the lots are ready to go. Hopefully, we could start building one or more units by next spring. He appreciates the discussion here, and he would ask the same questions. He had never seen the CIP before, and didn't understand how this works.

He understands and feels like she made a good point. If you say yes for this, then it's likely that next year, he would ask for more. He's in a tough position. There will probably be nothing done on this property, unless the city helps out. He's not super excited about the project. There is a mobile home park on one side and could see maybe a house on a panhandle lot; either that, or just grass.

- Mayor Duncan compared this to what happened in the historic district. Subway wanted to build on the corner of Smith and 3<sup>rd</sup> St and told us that they didn't want to follow the historic process. They said it would set them back. But while we wanted it really badly, we had to say no, because this is in the historic district, and they needed to follow the code. Two years later, they were back, and wanted to build, and this time, did it right. We now have a beautiful new building. He is extremely concerned about precedent. He's been Mayor for 20 years, and he doesn't want to set anything that would cause a precedent.
- Latta told him that this is something you should be concerned about. If you say yes to this, then when he comes to you with his next project, it will be harder to deal with. The typical development process, when you are subdividing, requires improvements. They build the infrastructure to our standards. The city has to accept that, before we allow any homes to be built.
- Thomas asked when the city owned the property?
- Latta told her it wasn't until Roger Raven divided the property.
- Thomas asked if that is the normal process for how it happens on somebody's property?
- Latta told her that it doesn't matter if it's dedicated or not. Any development of this parcel would have required the street.
- Boese thought that this strip was like a north and south road, that would have combined Sommerville Loop with Priceboro. He thought that was what it was going to be.
- Bucher agreed, and though it looked like it. It was leftover from the Marcus Landing Subdivision. It looks like a road easement.
- Latta had suggested a motion, depending upon what Council wanted to do.
- Downey said that we don't need to make a decision until we have a new CIP. She can't make an irregular decision on money, unless this is presented as a regular request.
- Boese agreed. He would like to see the CIP list, and what our priorities are this year, as well as the cost of them. He would like to see this property improved, rather than grass though.
- Downey added that if the CIP said we need to develop more small homes or duplexes, and that there is a need for a whole community there, then she could see the use of those tax dollars. If we use SDC's, then we all share that.
- Thomas said that she knew Harrisburg needs housing. One of the reason's we don't get it, is because of the roads and services that need to be extended. There is not a high enough income to support the houses that are bigger. They had actually looked at this property and had talked with Latta about it. Once we found out the cost of doing the road, we decided it wasn't worth it. If we are redoing the CIP, that piece wouldn't need to be on that. She thinks housing should be on a priority list, because there are no lots to buy.
- Boese had recently looked too. There is nothing in availability.
- Thomas said that with the main arteries that have for access, we have some massive development charges that will need to be taken care of. Scholz knows a lot about that.

- Downey said we need to relook at the plan.
- Keaton said that he would love to see something go on this property, because it's not ideal for anything other than an air strip. But unfortunately, with the CIP, he would go with this as it is. Its difficult to say if this is the best use of our funds. It might be the case in five years, after we do the water facility upgrades perhaps. He appreciated the work that Bucher put into this and thanked him for coming to us with it.
- Mayor Duncan said that the consensus then is no; for at least tonight.
- Bucher thanked the Council and appreciated the conversation. He would say the same thing sitting in their chairs. When he looks at the future, and with what Thomas said, about wanting to see Harrisburg growing, and knowing there is no housing there, is sad. He's probably built more houses in Harrisburg then anyone. He has a lot of builder friends, including in Monroe, and they said it's hard to develop here. Unfortunately, it is. When he sees the CIP, it's all good things. But in his perspective, none of the streets on the list are spurring development. There are things that need repair, and need work, but those aren't spurring development. Development spurs more taxes, which support sheriff patrols, and on and on. At some point, in Harrisburg, the builder would normally come in, and build, and would sell twice as much, making big money. He doesn't disagree that Sommerville Loop needs to be developed. He will be back in the future. He appreciates them listening and doesn't disagree with their decision.

**THE MATTER OF CONSIDERING A ONE-TIME BONUS FOR PUBLIC WORKS UTILITY II EMPLOYEE MATT RENFRO FOR HIS OUTSTANDING LEADERSHIP AND WORK ON THE HARRISBURG MUNICIPAL CENTER PROJECT.**

**Staff Report:** Scholz talked about the work that Renfro had done, and how much it saved the City by how he ran the projects. Latta agreed and said that he did a great job on this project; he really did save us a lot of money. We now have this beautiful building, and we are very proud of it.

- Thomas assumed we had the money for this. If so, she agreed.
- Mayor Duncan said that it's really a big deal for this building to be completed.
- Latta said that he saved us far more than \$2,000 on this project.
- Thomas **motioned to approve a one-time bonus for Matt Renfro in the amount of \$2,000. She was seconded** by Downey, and the **City Council voted unanimously to approve the bonus to be issued to Public Works employee Matt Renfro.**

**THE MATTER OF CONTRACTED PLANNING SERVICES.**

**Staff Report:** Latta summarized the information in the agenda, noting that we needed to procure land use planning services as a contracted service. He has sent out the RFP to several different groups, (Branch Engineering and the Oregon Cascades West Council of Governments, amongst others), which would provide us with planning services to the end of the fiscal year. That gives the newly hired City Administrator the ability to be involved in the decision of whether we would continue with this.

- Mayor Duncan said that he really liked Branch Engineering and worked with them on occasion. He was surprised that Council didn't need to vote on this.
- Latta said that it's all covered in HMC 3.100060 (1)(a). In this case, the contracting agency is the City Administrator. Therefore, no vote is required.

### **THE MATTER OF MARKETING MATERIALS FOR A NEW CITY ADMINISTRATOR.**

**Staff Report:** Eldridge had created the brochure that is in the agenda, which was amended and approved by Latta and two members of the Council. Creating this in-house saved the city roughly \$1,500.

- Mayor Duncan joked that he wasn't sure what he thought about the weak mayor comment.... (Recorders Note: Weak Mayor is a form of government in which the Mayor does not have powers to vote, other than to break a tie).
- Thomas **motioned to approve the proposed copy of the City Administrator Recruitment Brochure and was seconded by Downey. The City Council then voted unanimously to approve the proposed copy of the City Administrator Recruitment Brochure.**

### **THE MATTER OF INTERVIEWING CANDIDATES FOR THE INTERIM CITY ADMINISTRATOR POSITION.**

**An Executive Session under ORS 192.660(1)(2)(A), To consider the employment of a public officer, employee, staff member or individual agent, was opened at the hour of 8:28pm.**

**The City Council resumed regular session at the hour of 9:33pm**

- Thomas **motioned to have City Staff extend a job offer to John Hitt, as discussed during executive session pending background check approval. She was seconded by Downey. The City Council then voted unanimously to extend a job offer to retired City Administrator John Hitt.**
- Latta said that we will ask the City Attorney to draft a contract agreement. He asked Hitt was his availability was?
- Hitt said that he's very open, as he will be finished with the Lebanon Chamber of Commerce Executive Director job search as of this Friday. After being asked where he thought he would live while working, he noted that they have a home in Sunriver. It's a four-hour drive to Lebanon, and a three-hour drive here. His wife can stay there, and he can join her on the weekends.
- Latta told him we would call him and get everything set up.

### **OTHER ITEMS**

- Downey said that we will have a quick Personnel Committee meeting, on the 9th of September.
- Eldridge handed out a list of competencies (Addendum No. 2) This is a form suggested for use by OCWCOG, in which you list the competencies of what you are looking for in the best candidate. She had a list of competencies, which are listed from the recruitment brochure. She asked that Council look this over and let her know if anyone would like to see changes to those that are listed.
- Latta added that he had a concerned citizen, who had complained about herbicide that the city was using in the City park. He had been told to hold off on walking his dog in the park at the time the city employee was spraying, because the product could be harmful to his dog (while wet). The citizen felt that the health of everyone, and our animals, would be improved if we would discontinue using harmful materials, and instead use

those that are environmentally clean, in the City parks. He shared this topic, as the citizen had requested, if Council would like to address it.

- Downey thought it was a good issue for the Interim City Administrator to address.

### **Brian Latta ~ Goodbye and final speech.**

Brian Latta wanted to read something aloud, as this would be his last Council Meeting tonight with the City of Harrisburg.

"It has been my greatest pleasure to serve alongside you for the past six years, and four months. You welcomed me and my family into the Harrisburg community. We most certainly feel blessed you took a chance on an associate planner from up the road in the dark hills of Corvallis, to come down and take the reins as your city administrator. I will be honest.... I don't know what you were thinking. However, I worked very hard to tackle the challenge of learning how to be a manager, a supervisor, a liaison between you, city staff, and the public. While I feel like there have been challenges along the way, the Mayor, Council and staff have done a tremendous job at accomplishing great things for this city. I feel there are many more great and wonderful things in the months and years ahead in Harrisburg, and whoever fills the void I'm leaving behind will be blessed to work with each of you to accomplish these things.

I want to personally thank Mayor Duncan and each of the City Councilors. Thank you, Randy, for serving on the Council and being engaged with the legislative processes at the State and Federal levels. Thank you, Mike, (and Kay for the holiday treats) for your friendship and being Mr. Picky. Every Council needs one. Thank you, Adam, for being actively engaged in your community at such a young age. You are a standard bearer for your peers and should encourage them to also get involved in local government. Thank you, Charlotte, for being willing to speak your mind, and contributing all you do to the City and community. Thank you, Rob, for knowing I was the candidate for Harrisburg during my recruitment here all along. Also, thank you for your quiet wisdom and leadership on the Council. Thank you, Kim, for your mentorship and discussions on personnel related matters, and please call me when it snows down here again, and I'll be on my way with a shovel in hand. Thank you, Bobby. Your passion and leadership for this community is unmatched, which is why you'll probably be Mayor for another 20+ years. I feel I've followed your counsel in leaving Harrisburg better than I found it."

**At the hour of 9:46pm, Mayor Duncan asked Latta to wield the gavel, and to officially close the Council Meeting.**

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Mayor

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City Recorder



# Harrisburg City Council



## Sheriff Jim Yon

- Appointed Sheriff on June 1, 2018
- Elected Sheriff November 2018 for a 4 year term 2019-2022.
- Started with the Sheriff's Office September 15, 1993
- Born and raised in Linn Co.
- Married with 2 adult children
- Reside in Sweet Home





# Office of Sheriff

- The Office of Sheriff is unique and is found only in the American Criminal Justice System.
- The Sheriff is elected as the people's representative and is their Chief Law Enforcement Executive of the county.
- The Sheriff's authority and duties are set in statute. The fundamental duty of the Sheriff, through his deputies, includes serving the community, safeguarding lives and property, protecting the innocent from oppression, preventing and solving crime, keeping the peace and ensuring the rights of all citizens to liberty, equality and justice.
- The Sheriff is entrusted with the protection of his constituents through the enforcement of our laws, protecting the US Constitution and its Amendments.
- The Sheriff, at all times, represents the entire community and is a nonpartisan position.
- The Sheriff's elected status creates a direct and continuing linkage with the people.
- **The Oregon Constitution only requires three elected offices, the Clerk, Treasurer and the Sheriff.**



# Organizational Structure

**Sheriff**

**Undersheriff**

**Patrol Detectives Corrections Programs Civil Support Services**



## Daily activities may include....

- Criminal Patrol
- Corrections
- Civil Service
- Search and Rescue
- Emergency Management
- Dive Rescue
- Detectives
- SWAT
- Evidence and Property
- Animal Control
- Court House Security
- Inmate Work Crew
- Narcotics Enforcement
- Marine Patrol
- Timber Patrol
- 9-1-1 Dispatching
- Records
- Administration



## Staffing

- 190 total FTE
- Criminal 66 FTE
- Corrections 64 FTE
- Animal Controls 5



## County Decisions

- County focus is on infrastructure and public safety – this is the role of government
- Has been since the early 1980's
- The LE levy started in the early 80's and is still here today
- Our focus remains the same today



## What it Costs & where does it come from?

- \$34 million dollar annual budget (FY 19/20)
- \$34.5 million (FY 18/19)
- Three main funding streams:
  - General Fund 14%
  - Revenue 28%
  - Law Enforcement Levy 58%
- 80% to 20% ratio (personnel to M&S)





## General Fund & Contracts

- General Fund is from county taxes...\$4.8 million (FY 19-20)
- LE Levy.....\$19.5 million
- Total revenue....\$9.5 million
- Revenue is from contracts:
  - City LE contracts ...\$932,973
  - Other contracts....\$976,767



## Recent Office Projects

- 2017 - New Computer Aided Dispatch/Records Management
- 2017 - Upgrading from analog VHF radio to 700 MHz digital radio
- 2017 – New UPS battery backup
- 2019 – New roof
- 2019 – New jail door access control and camera system
- 2019 – New generator

Most of the above projects replaced original equipment at the building (1989). The Generator currently only powers dispatch and a few other emergency functions. The new generator will power the entire building. The previous UPS only had power for about 5 minutes. The new UPS will last over an hour.





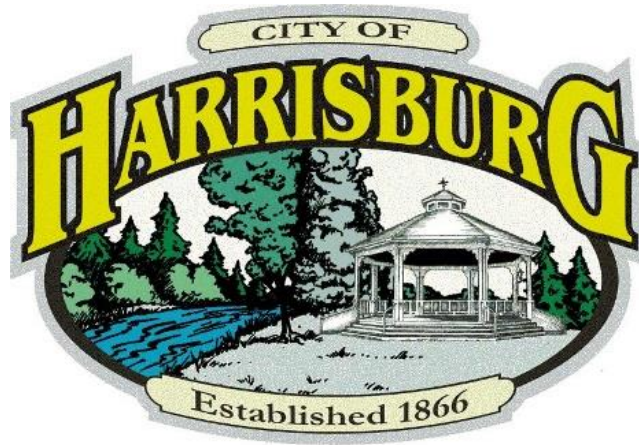
## Contract: what you get

- Enhanced patrol – you buy a certain amount of hours of a deputy in town
- We back fill these positions for extended absences
- The 4<sup>th</sup> of July parade/fireworks celebration – we have 4 deputies in town
- City input on issues and strategies
- Free of liability for police services
- Lt. Duncan and Sgt. Klein – access to them Monday through Friday



Questions??





## Personnel Committee Minutes August 08, 2019

The Harrisburg Personnel Committee met on this date at 6:00pm at the Harrisburg Municipal Center, located at 354 Smith St. Chairperson Kimberly Downey presided. Also present were members Mike Caughey and Robert Boese, as well as Mayor Robert Duncan. Staff present were City Administrator Brian Latta, City Recorder/Asst. City Administrator Michele Eldridge, and guest Ryan Schulze, the HR Director for OCWCOG. (The Oregon Cascades West Council of Governments.)

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** None

### **APPROVAL OF MINUTES**

The **minutes were approved** by Caughey and **seconded** by Boese. **The Personnel committee then voted unanimously to Approve the Minutes of February 5, 2019.**

### **THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR**

The Committee started discussing the steps in recruiting a new City Administrator, starting with how the City would be ran once Brian left for his new position. An Interim City Administrator can cost quite a bit, from what staff has been told by other cities. Downey was concerned about PERS, and whether a part-time position could cover the needs for this job title. Latta said that we would need someone to be flexible. Boese wanted to know the workload for both the City Administrator, and the City Recorder/Asst. City Administrator. Caughey then asked if Michele became the Interim, then would we need to hire someone temporarily to assist her? Latta told him that's an option, but that's two full time positions being done by one person, and that person will also need to train the next City Administrator. She will be really crunched for time. One of the options we have to talk about is to hire a planner as a contracted employee. If we do that, it will assist somewhat in the time crunch. Caughey said we may need to do that now.

Latta then reviewed some of the issues that the city is dealing with currently. Items with highest priority, other than planning, are the HRA loans, the Enterprise Zone, the Streetscapes in the HRA, the water bond project, how to manage and maintain the 100-acre park, ongoing issues with law enforcement, and municipal court. Those are the types of things the Interim administrator will need to cover; there are some retired city administrators that are out there that might be interested in being an interim administrator. Downey asked if the City Records also had a retired pool.

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Eldridge told her it's limited. She then outlined her job, which included along with Council and Planning Commission Agendas and minutes, plus her own staff reports, codification, ordinances and resolutions, HR, Risk Management, including the Safety Committee, Webmaster, Records Management, and the Main Street Program. She had also been in charge of Building Permits, and she and Latta would need to discuss how those would be handled. Ryan Schulze, representing the OCWCOG, said that he could do a cost/benefit analysis on land use planning, and could talk to their team about their capacity, and if they could take on Harrisburg's planning department. Downey asked if he could come next week to the City Council meeting, and Schulze said it would either be himself, or Rachel who would come. Latta noted that one of the things we have already taken care of, is the bond issue. We will have the bond sales closed on the 21<sup>st</sup> of this month.

Mayor Duncan asked Eldridge, if she would like to be the interim City Administrator, and if so, what she would need to be able to do it successfully. Eldridge said that's one of the things the city pays her for; running the city in the City Administrators absence. She could come with a list of what would be needed, including rate of pay, etc., to a meeting next week. The Committee then decided that they would hold a meeting the following Monday, on August 12, 2019. Eldridge would send out the notice as normal. The committee could make their recommendations on Monday to the City Council.

Latta hoped to attract between 10 to 20 applicants for the City Administrator position. Boese asked him about the planning position, and Latta said that we will outsource that to Branch Engineering, who had just hired a senior planner, and had expanded their capacity, as well as the COG. Schulze then noted what they could do in relation to the hiring process. The job market is really thin right now; for instance, their own organization had a finance officer opening for several months now, that they have been unable to fill. The Committee felt that the brochure would be important, as it was marketing the position. Eldridge felt that she could easily do that, as she had the last one to work from, that she was also responsible for. The committee felt the timeline was good, and Schulze said that he thought that they could work with that. Latta felt that the wage scale should be around \$80,000 to mid \$90,000. Schulze suggested that they might want to increase the top amount by about 5%. Downey reminded everyone too, that the new laws in effect this year, didn't allow us to ask for what the applicant was making at their current job. Schulz agreed that we can't do that. Caughey suggested that the rate of pay issue come to them on Monday.

Caughey asked if we could ask Latta what he thought about any candidates who would apply for the position, and was told by Schulze that it may not be a good idea, as it would likely be a conflict for him to do that once he becomes the Dallas City Manager. Eldridge talked about some of the platform and skills they would be looking for. The committee felt it was important to emphasize the City being compared to Mayberry. Downey felt that we will need to expand the money component. Schulze talked about the training that they would like to provide to the Council, with all the changes in HR lately. He also had a specific way he liked to evaluate candidates, that he would like the City Council to consider. It's based on competencies. The committee asked Schulze how they would use that type of system, and Schulze explained how it would work. Downey felt that the right person would be excited about the projects we were working on and wanted that to be in our marketing materials. Eldridge said that she would include those, as well as the comparison to Mayberry, and the Mayors favorite saying to Leave it Better than you Found it. Caughey reminded everyone that he would be gone for a month soon, so this next meeting on Monday, and the City Council meeting would be his last for a while.

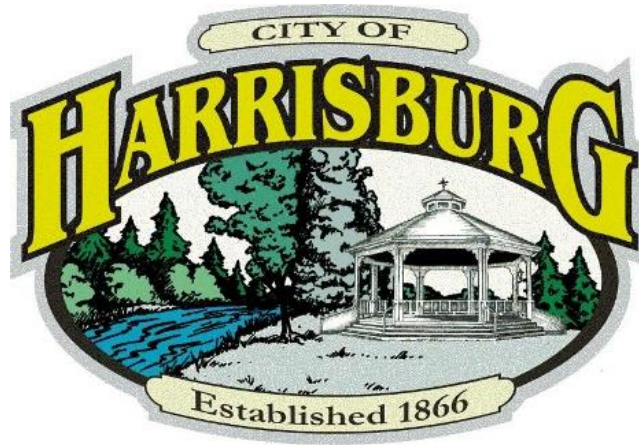
**With no further actions to discuss, and a meeting scheduled on the following Monday in which to make the recommendations to the City Council, the meeting was adjourned at the hour of 7:55PM.**

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**Chairperson**

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**City Recorder**



## Personnel Committee Minutes August 12, 2019

The Personnel Committee met on this date at the Harrisburg Municipal Center, located at 354 Smith St., at the hour of 6:00pm. Presiding was Chairperson Kimberly Downey. Also present were Personnel Committee Members, Mike Caughey & Robert Boese. Staff present was City Recorder/Asst. City Administrator Michele Eldridge, and OCWCOG Representative Ryan Schulze, HR Director.

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** None.

### **THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR**

Downey summarized the proceedings from the Personnel Committee meeting held last Thursday, and noted that Eldridge had met with Latta, and that the acting in capacity additional salary should be \$1,500 a month. Eldridge briefly described the other issues that were remaining, which included the hiring of OCWCOG for recruitment services, based on the modifications of the components and activities on the recruitment list. She noted that Ryan had said that they were able to work within the timeline that had been created. Schulze agreed, and said that they were able to work with it. However, the committee had asked for some additional training; we would need to add that to a future work session. Downey would like that to be a stand-alone meeting, with nothing else on the agenda. The September work session would likely work well for that.

Eldridge felt that in order to meet the obligations of both positions, that she would like to hire a temporary City Recorder/Asst. City Administrator. She had already talked with the City Administrator for Waterloo, who was interested in the position, and had the flexibility in her schedule to work a 25 to 32 hour a week position for the City of Harrisburg. Eldridge had also sent out the request to the listserv. Some of the committee members knew the Waterloo Administrator and thought an arrangement like this would be acceptable.

The Committee then discussed the rate of pay for the City Administrator salary range. Schulze said that Fred Abousleman was recommending that the median pay for City Administrators in Oregon wasn't sufficient. He felt that we should raise the rate the minimum wage to \$85,000. However, Eldridge pointed out that we anticipated that with the smaller cities that were around us, that a starting wage of \$80,000 was not out of line for our community. A nearby City, as example, was paying their City Administrator \$62,000. She felt that candidates making \$62,000 to \$70,000 would be interested in the position at \$80,000. A salary review for City administrators for our size of city had been done

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not more than two year's ago, and the pay for our City Administrator was within those guidelines. Based on this, the Committee felt that they could stay with the suggested amount of \$80,000 to \$95,000.

After further discussion, Caughey **motioned to;**

- 1. Recommend to the City Council that it appoint Michele Eldridge to act in capacity of the City Administrator at an additional salary amount of \$1,500 a month.**
- 2. Recommend to the City Council that it Authorize Staff to contract with OCWCOG for City Administrator Recruitment Services, based on modification of the components and activities on the recruitment list, in an amount not to exceed \$5,000.**
- 3. Recommend to the City Council that they accept the amended timeline at the regular business meeting.**
- 4. Recommend to the City Council that they approve the total City Administrator recruitment budget to not exceed \$10,000.**
- 5. Recommend to the City Council that they authorize City staff to start the process to hire a temporary Assistant City Recorder, hours and rate of pay TBD.**

He was seconded by Boese, and the Committee voted unanimously to make the recommendations as motioned to the City Council the following evening. The consensus was to set the City Administrator salary at \$80,000 to \$95,000.

With no further discussion, the Personnel Committee meeting was adjourned at the hour of 7:00pm.

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Chairperson

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City Recorder





Harrisburg Personnel Committee  
Minutes for October 21, 2019

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Time: 7:00 PM

Place: Harrisburg Municipal Center, located at 354 Smith St. (Jury Room)

Committee members present: Kimberly Downey, and Mike Caughey. Rob Boese was absent. Also present was Interim City Administrator John Hitt.

**Called to order by Chairperson Downey at 7:07PM**

1. *Chairperson Downey asked for any public input. No members of the public were present.*

***Chairperson Downey recessed the public portion of the meeting and opened an Executive Session as per ORS 192.660(1)(2)(a) to consider the employment of a public official/employee***

**2.a. SUBJECT:**

**2.b. DISCUSSION: THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR.**

**Review applications for Harrisburg City Administrator as submitted by the Oregon Cascades West Council of Governments (OCWCOG), as per the Harrisburg/OCWCOG city administrator recruitment agreement.**

**Chairperson Downey closed the Executive Session and reconvened the public session at 7:43 pm**

**ACTION:**

- **Caughey moved to recommend to the City Council that all current City Administrator applications not receive further consideration and that the city re-open a public solicitation/recruitment for a new City Administrator. Chairperson Downey seconded and motion passed.**
- **Chairperson Downey moved and Member Caughey seconded to bring back to the next Personnel Committee meeting, for further consideration, the 'Alternative Interview Questions', proposed by ICA John Hitt. Motion Passed.**

**The Personnel Committee adjourned the meeting at 8:20p.m.**

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**Chairperson**

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**City Recorder**

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Personnel Committee Minutes  
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