



Harrisburg City Council Business Meeting Agenda  
August 13, 2019  
6:30 PM

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Mayor: Robert Duncan  
Council President: Mike Caughey  
Councilors: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, and  
Charlotte Thomas  
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 FEES FOR THE RENTAL OF CITY FACILITIES, AND APPROVING RESOLUTION NO. 1219**

**STAFF REPORT:**

Exhibit A: Amended Facility Use Form

Exhibit B: Resolution No. 1219

**ACTION:** MOTION TO APPROVE RESOLUTION NO. 1219, **“A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE.”**

**NEW BUSINESS**

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

**STAFF REPORT:**

Exhibit A: Copy of Redacted Liquor License Application

**ACTION:** *I move to authorize the City Administrator or his designee to recommend that OLCC grant the new liquor license.*

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

**STAFF REPORT:**

Exhibit A: 2013 Farm Lease Agreement

Exhibit B: 2019 Farm Lease Bid Invitation

**ACTION:** TBD

**4. THE MATTER OF PROVIDING LAND USE PLANNING SERVICES**

**STAFF REPORT:**

Exhibit A: None

**ACTION:** I move the City uses Branch Engineering for Land Use Planning Services.

**5. THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR**

**STAFF REPORT:**

Exhibit A: Personnel Committee Staff Report

Exhibit B: OCWCOG Recruitment Proposal

Exhibit C: City Administrator Recruitment Timeline

**ACTION: MOTION TO:**

- 1. HIRE AN INTERIM CITY ADMINISTRATOR -OR- APPOINT MICHELE ELDRIDGE TO ACT IN CAPACITY OF THE CITY ADMINISTRATOR.**
- 2. AUTHORIZE STAFF TO CONTRACT WITH OCWCOG FOR CITY ADMINISTRATOR RECRUITMENT SERVICES, IN AN AMOUNT NOT TO EXCEED \$5,000.**
- 3. ACCEPT THE TIMELINE FOR THE CITY ADMINISTRATOR RECRUITMENT SCHEDULE.**
- 4. APPROVE THE TOTAL CITY ADMINISTRATOR RECRUITMENT BUDGET TO NOT EXCEED \$10,000.**

**OLD BUSINESS**

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

**STAFF REPORT:**

Exhibit A: Letter from Sheriff Yon

Exhibit B: Letter from Council President Mike Caughey

**ACTION:** TBD

**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.

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

**STAFF REPORT:**

Exhibit A: Payment Approval Report for July 2019

Exhibit B: Minutes of June 25, 2019

Exhibit C: Library Board Minutes for July 11, 2019

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

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

The payment approval report for July 2019

The minutes of June 25, 2019

**OTHER ITEMS**

**ADJOURN**

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

1.

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

**STAFF REPORT:**

Exhibit A: Amended Facility Use Form

Exhibit B: Resolution No. 1219

**ACTION:** MOTION TO APPROVE RESOLUTION NO. 1219, “**A  
RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE.**”

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

BUDGET IMPACT		
COST	BUDGETED?	LOCATION OF FUNDS
Revenue	Yes	General Fund – Miscellaneous Revenues, Rental – City Property & Equipment

**STAFF RECOMMENDATION:**

**Staff recommends that Council approve Resolution No. 1219.**

**BACKGROUND INFORMATION:**

The City is in the process of finalizing the remodel in the Harrisburg Municipal Center. As such, it will soon be available for rental by the public, public agencies, associations, and non-profit groups. The original facility use form allowed a 4-hour rental of the auditorium at an amount of \$50, and a refundable deposit of only \$100. This worked well, when the building lacked any kind of a kitchen, or any other amenities.

Now the newly remodeled building has a full kitchen, and with all the additional space, is a highly desired location for private and public use. The main room is also large enough to accommodate training sessions, and meetings for other public agencies and non-profits. Because the City desires to protect the building, and the interior remodel, it's necessary to update the rules, deposit, and fees for the use of the auditorium and meeting spaces.

Staff recommends the Harrisburg Municipal Center be rented for a non-refundable fee of \$125 for 4 hours, with a refundable deposit of \$300. The increase of the deposit is necessary due to the carpet in the main areas and the use of the kitchen. The jury room

is not available for rental, although it can be used by City departments, and for City affiliated organizations when requested through a facility use form.

1.

The fee for the rental of the Gazebo has not been raised since 2012, when it increased from \$50 to \$60 for a 4 hour rental. The Gazebo is an icon of the City, and is very important to the public, as well as being popular for wedding events. Annual maintenance of the structure has increased in recent years as well. In addition, it makes sense for the two facilities that are rented by the public, to have the same rental fee, and deposit. Therefore, Staff recommends we increase the fee for the rental of the gazebo from \$60 to \$125 for a 4 hour period of rental, and keep the refundable deposit fee of \$300 the same.

Staff also recommends that the City Council allow the City Administrator and/or designee to waive the fee for rental of the Harrisburg Municipal Center, if the use is for another government entity, local government group, special district, or agency. Groups and uses that have typically been in the municipal center in the past include Town Hall sessions, ground water assessment groups, LOC Small City Meetings, Neighborhood Watch, etc. Other groups such as the Tri-County Chamber of Commerce have also expressed interest in using the Municipal Center. The waiver of the fees is not advertised as such.

Council will find the revised facility use form as **Exhibit A**. Because the City fees are listed in a resolution; Council is also being asked to approve a resolution (**Exhibit B**) that will adopt the new fee.

MOTION (If necessary):

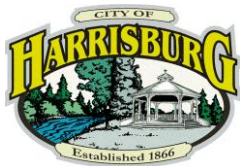
*I move to approve Resolution No. 1219, "A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE."*

REVIEW AND APPROVAL:



Brian Latta  
City Administrator

8/8/2019  
Date



Remit Payment to:  
City of  
Harrisburg  
PO Box 378  
120 Smith St.  
Harrisburg, OR 97446  
Phone: (541) 995-6655  
Fax: (541) 995-9244

1.

## FACILITY USE FORM

The undersigned:

- Desires to use a city facility;
- Is at least 18 years old; and,
- Agrees to abide by all rules for the proposed use of the facility listed below.
- Is responsible for the payment of all fees and deposits, prior to the use of the facility.

Facility Requested:

Name:

Daytime Phone:

Address:

Cell Phone:

Please briefly describe the purpose for the use:

Yes, we are using the kitchen in the Municipal Center ☐

Date(s) of Use:

Times of Use:

### Disclaimer:

I certify that I am the applicant or authorized representative thereof, and that the statements contained herein are true to the best of my knowledge. I agree to be responsible for the safe keeping of the facilities used for the named activity and for the payment of all charges and deposits. I further agree the facilities will be used in accordance with city rules and policies. Copies of the rules and policies will be provided upon request at City Hall during normal working hours. I personally, or on behalf of the applicant, agree that I and the applicant shall indemnify, defend, and hold the City of Harrisburg harmless, its officers, agents, and employees from any claims, actions, liability or costs, including attorney fees and other costs of defense, arising out of or in any way related to the use and occupancy allowed under this agreement and arising from the sole or joint negligence of the applicant, its members, officers, agents, spectators, or invitees. The applicant or authorized agent shall be responsible for any loss, damage or destruction of property belonging to the City of Harrisburg or a third party, caused by the sole or joint negligence of the applicant. Any exception or waiver of these requirements shall be subject to the review and approval of the City Administrator. All users shall comply with all federal, state, and local equal opportunity laws and regulations prohibiting discrimination.

Date:

Signature:

**Note: Provide separate payments for the fee and deposit. All fee payments will be processed. Deposit payments will be held and returned, upon final inspection and no later than 10 days after the facility use date. Failure to comply with the rules of the Facility Use agreement shall result in forfeiture of the deposit.**

☐

Check box if you'd like to receive a confirmation email. If checked, please provide email below.

Email:

**For Office Use Only**Fee: Approved: Deposit: Date: **Riverfront Park & Gazebo Fee, Deposit & Rules**

Nonrefundable Fee: \$125.00 / 4 hours

Refundable Deposit: \$300.00

- \*Comply with all federal, state, and local laws
- \*No alcoholic beverages
- \*No cooking or heating devices are allowed on the gazebo
- \*No tents, canopies, heating/cooking or similar devices are allowed on the grass around the gazebo
- \*Paved areas shall not be used for cooking, or serving food or beverage
- \*The rental and reservation of the Gazebo shall, if desired, include the lawn area up to the first light pole south of the Gazebo. The rest of Riverfront Park shall be available to the public.
- \*Decorations are limited to the gazebo and shall not damage the structure in any way. This includes use of nails, pins, tape, etc.
- \*The person entering into the rental agreement shall be responsible for clean-up and providing trash receptacles. The gazebo and surrounding area shall be cleaned to a condition equal to or better than found.
- \*The rules may be waived, at the discretion of the City Council, for non-profit or civic organizations which are publicly sponsored
- \*Reservations must be made at least 24 hours, but no more than 6 months in advance of the reservation date

**Harrisburg Municipal Center Auditorium Fee, Deposit & Rules**

Nonrefundable Fee: \$125.00 / 4 hours

Refundable Deposit: \$300.00

- \*The applicant is responsible for picking up and returning the building key from City Hall during normal working hours
- \*Comply with all federal, state and local laws
- \*No alcoholic beverages
- \*No smoking
- \*Use of decorations may not damage walls, floors or ceilings (e.g. no nails, tacks, tape, etc.)
- \*Children must be supervised by a 21 yr. old chaperone (1 per 10 children)
- \*Use of the kitchen is limited to those over 18 years of age.
  - Refrigerator must be cleared of any food/beverage items that are supplied by the applicant.
  - Stove must be turned off.
  - Counters are cleaned
  - Garbage is emptied into the garbage can at the back door
- \*The room and premises shall be cleaned to a condition equal to or better than found
- \*All windows and doors shall be locked, and lights turned off when leaving
- \*Reservations must be made at least 24 hours, but no more than 6 months in advance of the reservation date



## Resolution No. 1219

**A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE**

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.

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.

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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		
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><math>\frac{3}{4}</math>" 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> </ul>	\$1,650.00

Ordinance	Subject	Fee
	<ul style="list-style-type: none"> <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>	\$425.00 \$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
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Subject	Fee
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

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

2.

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

**STAFF REPORT:**

Exhibit A: Copy of Redacted Liquor License Application

**ACTION:** I move to authorize the City Administrator or his designee to recommend that OLCC grant the new liquor license.

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

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$25	N/A	Liquor License Revenues

**STAFF RECOMMENDATION:**

**Staff recommends the City Council authorize the City Administrator or his designee to recommend that OLCC grant the new liquor license.**

**BACKGROUND INFORMATION:**

The City Council has asked that all new Oregon Liquor and Control Commission (OLCC) Liquor Licenses for establishments selling liquor be reviewed by the City Council in regular business, while renewals are simply put on the consent agenda.

The EZ Stop Market, located at 190 N. 3<sup>rd</sup> St., is in the process of being sold. The OLCC requires the issuance of a new license whenever a business with an existing liquor license changes hands. Therefore, pending new owner Sean Hong is requesting that the City Council approve the issuance of a new liquor license.

**Exhibit A** is a copy of the OLCC application for Changki Sean Hong, d.b.a EZ Stop Market and Deli. (Sensitive information, such as license numbers, and social security numbers, are redacted for the protection of the applicant).

**MOTION (If necessary):**

I move to authorize the City Administrator or his designee to recommend that OLCC grant the new liquor license.

REVIEW AND APPROVAL:

2.



8/8/2019

Brian Latta  
City Administrator

Date



OREGON LIQUOR CONTROL COMMISSION

# LIQUOR LICENSE APPLICATION

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 <sup>st</sup> Location	Date application received:
<input type="checkbox"/> Brewery 2 <sup>nd</sup> Location	RECEIVED JUL 29 REC'D
<input type="checkbox"/> Brewery 3 <sup>rd</sup> Location	Name of City or County:
<input type="checkbox"/> Brewery-Public House 1 <sup>st</sup> location	HALETSBURG
<input type="checkbox"/> Brewery-Public House 2 <sup>nd</sup> location	Recommends this license be:
<input type="checkbox"/> Brewery-Public House 3 <sup>rd</sup> location	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Distillery	By: _____
<input type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 <sup>st</sup> location	
<input type="checkbox"/> Grower Sales Privilege 2 <sup>nd</sup> location	
<input type="checkbox"/> Grower Sales Privilege 3 <sup>rd</sup> location	
<input type="checkbox"/> Limited On-Premises	
<input checked="" type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 <sup>st</sup> Location	
<input type="checkbox"/> Winery 2 <sup>nd</sup> Location	
<input type="checkbox"/> Winery 3 <sup>rd</sup> Location	

OLCC USE ONLY	OLCC FINANCIAL SERVICES USE ONLY
Date application received:	
By: _____	
Date application accepted as initially complete:	
By: _____	
License Action(s):	

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

E-Z Stop Mart & Etc. Inc. (Applicant #1) Charles S. HOF CEO. (Applicant #2)

(Applicant #3)

(Applicant #4)

OLCC USE ONLY	OLCC FINANCIAL SERVICES USE ONLY



July 23

# LIQUOR LICENSE APPLICATION

3. Applicant #1 <i>Changki S. Hong CEO.</i>		Applicant #2 _____	
Applicant #3 _____		Applicant #4 _____	
4. Trade Name of the Business (Name Customers Will See) <i>EZ STOP Market &amp; Deli</i>			
5. Business Address (Number and Street Address of the Location that will have the liquor license) <i>190 N. 3rd St.</i>			
City <i>Harrisburg</i>	County <i>Linn</i>	Zip Code <i>97446</i>	
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) <i>190 N. 3rd St.</i>			
City <i>Harrisburg</i>	State <i>OR</i>	Zip Code <i>97446</i>	
9. Phone Number of the Business Location <i>541-995-6526</i>	Email Contact for this Application <i>pond_mg@yahoo.com</i>		
Contact Person for this Application <i>Sean Hong</i>		Phone Number <i>(913) 549-6070</i>	
Mailing Address <i>190 N. 3rd St.</i>	City <i>Harrisburg</i>	State <i>OR</i>	Zip Code <i>97446</i>

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

## Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

*Changki S. Hong*  
\_\_\_\_\_  
(Applicant #1)

\_\_\_\_\_  
(Applicant #2)

\_\_\_\_\_  
(Applicant #3)

\_\_\_\_\_  
(Applicant #4)



OREGON LIQUOR CONTROL COMMISSION  
INDIVIDUAL HISTORY FORM

1. Name: (LAST) <u>HONG</u>	(FIRST) <u>Changki</u>	(MIDDLE) <u>Sean</u>
2. Other Names Used (Maiden, Etc.):		
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your SSN: <span style="background-color: black; color: black;">[REDACTED]</span>		
<p><b>SOCIAL SECURITY NUMBER DISCLOSURE:</b> As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) &amp; ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a).</p> <p>Do you voluntarily consent to the OLCC's use of your SSN as just described? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
4. Date of Birth (MM/DD/YYYY): <span style="background-color: black; color: black;">[REDACTED]</span>	Contact Phone: <u>(913) 549-6070</u>	
6. Driver License or State ID #: <span style="background-color: black; color: black;">[REDACTED]</span>	7. State: <u>KS</u>	
8. Residence Address: <u>524 N. Persimmon Dr. Olathe, KS 66061</u>		
9. Mailing Address (if different): <u>190 N. 3rd St. Harnisburg, OR 97446</u>		
10. E-Mail (optional): <u>Pond_mg@yahoo.com</u>		
11. Do you have a spouse or domestic partner? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list his/her full name:		
12. If yes to #11, will this person be involved in the management of, or have control over the business? <input type="checkbox"/> No <input type="checkbox"/> Yes <u>N/A</u>		
13. In the past 10 years, have you been <b>convicted</b> ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
14. In the past 10 years, have you been <b>convicted</b> ("convicted" includes paying a fine) in Oregon or another U.S. state of a <b>FELONY</b> ? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
15. Have you ever been in a drug or alcohol <b>diversion program</b> in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		



OREGON LIQUOR CONTROL COMMISSION  
CORPORATION QUESTIONNAIRE

2.

Please Print or Type

Corporation Name: E-Z Stop Mart & ETC, Inc. Year Incorporated: 2019

Trade Name (dba): E-Z Stop Market & Deli

Business Location Address: 190 N. 3<sup>rd</sup> St.

City: Harrisburg, OR. ZIP Code: 97446

List Corporate Officers:

Changki Sean Hong  
(name)

CEO, Secretary, Treasurer,  
(title) Director

List Board of Directors:

Changki Sean Hong  
(name)

List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)

Stockholders:

Changki Sean Hong

Number of  
Shares Held:

1,000

Number of Stock Shares:

Issued: 1,000

Unissued: \_\_\_\_\_

Total Shares Authorized  
to Issue: 1,000

Server Education Designee: N/A DOB: N/A  
(See Liquor License Application Guide for more information)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Officer's Signature: Changki S. Hong (name) CEO (title) Date: 6/18/2019

16. Do you, or any legal entity that you are a part of, currently hold or have previously held a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

17. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate denied or cancelled by the OLCC or any other governmental agency in the U.S.?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

☐ No Please skip questions 19 & 20. Go directly to question 21.

☒ Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

☐ No ☒ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

*I will own the business that is applying for the liquor license.*

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST) <i>Hong</i>	(FIRST) <i>Changki</i>	(MIDDLE) <i>Sean</i>
Signature: <i>Changki S. HK</i>		Date: <i>6/19/2019</i>



# OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

2.

Please Print or Type

Applicant Name: Changki Sean Hong Phone: (913) 549-6070

Trade Name (dba): E-Z Stop Market & Deli

Business Location Address: 190 N. 3<sup>rd</sup> St.

City: Harrisburg, OR ZIP Code: 97446

## DAYS AND HOURS OF OPERATION

### Business Hours:

Sunday	<u>7</u>	to	<u>9</u>
Monday	<u>/</u>	to	<u>/</u>
Tuesday	<u>/</u>	to	<u>/</u>
Wednesday	<u>/</u>	to	<u>/</u>
Thursday	<u>/</u>	to	<u>/</u>
Friday	<u>/</u>	to	<u>/</u>
Saturday	<u>/</u>	to	<u>/</u>

### Outdoor Area Hours:

Sunday	<u>7</u>	to	<u>9</u>
Monday	<u>/</u>	to	<u>/</u>
Tuesday	<u>/</u>	to	<u>/</u>
Wednesday	<u>/</u>	to	<u>/</u>
Thursday	<u>/</u>	to	<u>/</u>
Friday	<u>/</u>	to	<u>/</u>
Saturday	<u>/</u>	to	<u>/</u>

The outdoor area is used for: Seating

☐ Food service Hours: \_\_\_\_\_ to \_\_\_\_\_

☐ Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_

☐ Enclosed, how \_\_\_\_\_

The exterior area is adequately viewed and/or supervised by Service Permittees.

\_\_\_\_\_  
(Investigator's Initials)

Seasonal Variations: ☐ Yes ☒ No If yes, explain: The outdoor area are just 2 picnic tables.

## ENTERTAINMENT

Check all that apply:

☐ Live Music

☒ Recorded Music

☐ DJ Music

☐ Dancing

☐ Nude Entertainers

☐ Karaoke

☐ Coin-operated Games

☐ Video Lottery Machines

☐ Social Gaming

☐ Pool Tables

☐ Other: \_\_\_\_\_

## DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	<u>/</u>	to	<u>/</u>
Monday	<u>/</u>	to	<u>/</u>
Tuesday	<u>/</u>	to	<u>/</u>
Wednesday	<u>/</u>	to	<u>/</u>
Thursday	<u>/</u>	to	<u>/</u>
Friday	<u>/</u>	to	<u>/</u>
Saturday	<u>/</u>	to	<u>/</u>

## SEATING COUNT

Restaurant: \_\_\_\_\_

Outdoor: 8

Lounge: \_\_\_\_\_

Other (explain): \_\_\_\_\_

Banquet: \_\_\_\_\_

Total Seating: 8

### OLCC USE ONLY

Investigator Verified Seating: \_\_\_\_ (Y) \_\_\_\_ (N)

Investigator Initials: \_\_\_\_\_

Date: \_\_\_\_\_

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Changki S. Hong Date: June 24, 2019

1-800-452-OLCC (6522)

www.oregon.gov/olcc

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(rev. 12/07)

X STHGA 6-10-19  
Buyer Date

Buyer

Date

Ch 6-10-19  
Seller Date

Seller

Date<sup>1</sup>

<sup>1</sup> ORC 11/14/2018

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

3.

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

**STAFF REPORT:**

Exhibit A: 2013 Farm Lease Agreement

Exhibit B: 2019 Farm Lease Bid Invitation

**ACTION:** TBD

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

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
TBD	TBD	TBD

**STAFF RECOMMENDATION:**

**Staff recommends to not move forward with the Farm Lease Bid Invitation.**

**BACKGROUND INFORMATION:**

The City of Harrisburg owns approximately 57 acres of unused land at the Wastewater Facility site. For the past several years, the City has leased this land to local farmers to plant crops. This has resulted in an efficient use of the land, and has been cost effective for the City.

The most recent lease agreement expired August 31, 2018 (**Exhibit A**). The City extended the lease agreement for one additional year without going back out to bid. On August 8, 2019, the City again posted an invitation for bid to lease this land for farming (**Exhibit B**). However, City staff is seeking a decision from the City Council on whether or not to continue with the bid invitation.

The purpose in seeking the Council's decision is because continuing to lease the land may put in jeopardy the continuation of the Harrisburg Harvest Festival. As many on the Council may know, the City revived the Harrisburg Harvest Festival in 2014 on a good portion of the wastewater facility land leased to Legacy Farms. Legacy Farms has worked with the City to allow the land to be farmed and then cleared the land in time for the Festival to continue for the past five years.

If the bid invitation continues and is awarded to a farmer who is not willing or unable to work with the City to ensure the continuation of the Harvest Festival, the Harvest Festival Association would be forced to find a new space for their event.

The current invitation to bid does not include the land where the Harvest Festival Track is located or the land immediately to the east of this area up to Peoria Road. However, the lease does include land used by the Harvest Festival Association for parking, camping, the pullers area, and the Kids Zone area.

The Festival was revived because it was a City Council goal in 2014 to increase the number and variety of tourism activities and event in our community. The festival has grown in popularity over the past six years, and brought roughly 1,500 to the event a few weeks ago.

From a financial standpoint, the City has been leasing the property to Legacy Farms for \$6,336 per year for the past few years. If the lease goes away, the City will not realize this revenue, and the City will likely need to pay some money for maintenance of the land.

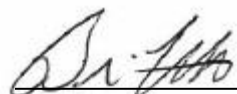
There are two options for the City Council, each with a few consequences.

1. Lease the Land –
  - a. This will result in direct revenue to the City
  - b. This will result in someone else maintaining the land
  - c. This could result in the Harvest Festival having to be relocated
2. Do Not Lease the Land
  - a. This will result in no direct revenue to the City
  - b. This will result in a cost to the City to maintain the land
  - c. This would make available the land to the Harvest Festival Association

MOTION (If necessary):

*TBD*

REVIEW AND APPROVAL:



Brian Latta  
City Administrator

8/8/2019

Date



# LEASE OF FARM LAND

The City of Harrisburg ("City") is the owner of approximately 57 acres of farm land that consists of about 32 acres of tillable land and about 25 acres of pasture/tillable land that can also be tilled. The land is east (tillable land) and north (pasture/tillable land) of the City of Harrisburg's sewage treatment facility at 23914 Peoria Road, approximately one mile north of the intersection of Highway 99E and Peoria Road. The land is within Linn County. The exact description has not been surveyed. The property affected by this lease is shown in general terms on the accompanying map.

Kurt Kayner with Legacy Valley Farms, LLC ("farmer") has submitted the high bid for leasing the 57 acres from the City for a period of five years.

The City and the farmer agree to the following:

**Term:** The lease will be from September 1, 2013, through August 31, 2018.

**Return of Possession:** At the conclusion of the lease, the condition of the property shall be as good or better as it was upon the commencement of the lease.

**Farmer's Responsibilities:** The farmer shall pay an annual rent for the property at the rate of \$132.00 per acre (\$7,524.00 per year for 57 acres). The first rental payment shall be paid by September 1, 2013, and each succeeding annual payment made by September 1<sup>st</sup> of each year thereafter. As additional consideration for the use of the land, the farmer agrees:

1. To farm and cultivate the land in a responsible and reasonable manner.
2. To keep fences and improvements thereon in as good condition and repair as the same are now or may be put in by either party hereto.
3. Not to allow noxious weeds to go to seed on the land, and to destroy such weeds and to keep cut the weeds and grass on and along the service road.
4. Not to burn any straw or crop residues except as permitted by law, and then only with the City's permission.
5. To follow standard treatment procedures for diseases of any crop on the land and to pay the cost thereof.
6. To keep all ditches clean, open and free from brush and growth.
7. To hold the City harmless for the loss of equipment or crops on the land.
8. To indemnify the City for any damage to the land or the City's sewage treatment facility.
9. To maintain general liability insurance with limits of not less than \$1,000,000.
10. To not in any way encumber the land or cause any liens to be placed upon it.

**Soil Preparation:** The farmer shall provide the following services to the pasture land:

1. Conduct annual Ph testing, and provide results to the City of Harrisburg. Maintain Ph levels, based on 2014 tests, through 2018.
2. Spot treatment for thistles annually in April, June and July.
3. Cut the grass along the slough at the north end of the property monthly in May and June, as well as thereafter required by the City's Community Development Superintendent.
4. Fertilizing each April (300 pounds per acre of 12-15-15, or best farming practices, based on a soil analysis).

**Additional Provisions:** The farmer shall agree to the following:

1. Under no circumstances shall this lease be construed as giving rise to a partnership, and neither party shall be liable for the debts or obligations of the other.

2. The City shall have access to and across the leased land for the operation, repair, maintenance and expansion of the sewage treatment facility operated by the City, including access to plant, maintain and harvest poplar or similar trees on adjacent City property. The City will take reasonable precautions in exercising this right of access to and across the leased land so as to minimize any damage to the farmer's crops.
3. The farmer understands that the City will be using adjoining property for the operation of a sewage treatment facility. Although no effluent is currently being irrigated directly onto any of the land to be farmed, there is a possibility that it could happen in the future. If it will happen, the farmer will be given one year's advanced knowledge of this. The City shall not be responsible for any damage to the farmer's crop arising out of the operation or expansion of the sewage treatment facility or application of effluent.
4. The City will be solely responsible for disbursement of irrigation water produced by the sewage treatment facilities. Irrigation water will be applied only when conditions of the City's Discharge Permit can be met.
5. The farmer will use the tillable land for growing a crop or crops, and will not put livestock on it other than for temporary crop maintenance. The pasture/tillable land may be used for livestock or may be tilled for a crop.
6. No livestock shall be allowed on gravel or paved roads.
7. Dead livestock shall be removed from the property.
8. The City will reserve the right to prohibit crops it determines inappropriate.
9. No assignment of the lease or sublease of the property shall be allowed without the written approval of the City Council of the City of Harrisburg.
10. In the event the farmer fails to comply with any of the provisions of this lease, the City shall inform the farmer, in writing, of the act of noncompliance. If the farmer fails to immediately remedy the violation, the City may declare the lease null and void and shall be entitled to immediately retake possession of the land. A refund of any portion of an annual lease payment shall only occur in the event the City is able to lease the property to another farmer.
11. In the event any suit or action is brought to enforce any provision of this agreement or to repossess the premises, reasonable attorney's fees may be awarded to the prevailing party together with costs and necessary disbursements.

**Contact information:** Unless otherwise notified in writing, the parties can be contacted as follows:

Tim Bunnell  
City of Harrisburg  
PO Box 378  
Harrisburg, OR 97446  
(541) 995-6655  
Fax: (541) 995-9244  
[tbunnell@ci.harrisburg.or.us](mailto:tbunnell@ci.harrisburg.or.us)

Kurt Kayner  
Legacy Valley Farms, LLC  
29873 Nixon Drive  
Halsey, OR 97348  
(541) 501-2794  
[kjkayner@rtinet.com](mailto:kjkayner@rtinet.com)

We agree to the above this 30 day of August, 2013:

  
\_\_\_\_\_  
Brian Latta for City of Harrisburg

  
\_\_\_\_\_  
Kurt Kayner, for Legacy Valley Farms, LLC

## LEASE OF FARM LAND - ADDENDUM

The City of Harrisburg ("City") entered into a lease of Farm Land with Kurt Kayner, the principal owner of Legacy Valley Farms, LLC ("farmer") for a period of five years in August 2013. The farmer's responsibility included a lease for 57 acres from the City.

**Addendum Agreement:** This addendum shall not change the length of term, soil preparation, or additional provisions, with the exception of acreage of tillable land. Farmer's Responsibilities have been altered insofar only as to the amount of acreage that the farmer is responsible for tilling.

The land available to the farmer has been altered due to the City's repair of the poplar tree plantation on the western portion of property. Tillable land acreage has been reduced by 4 acres for these purposes.

Land located on the southeast side of the property has been reduced by 5 acres due to the infrastructure of the Harvest Festival being left in a semi-permanent area that is no longer available for farming.

**Farmer's Responsibilities:** The farmer shall pay an annual rent for the property at the rate of \$132.00 per acre (\$6,336 per year for 48 acres). Succeeding annual payments following the initial payment on September 1, 2013, are due by September 1<sup>st</sup> of each year thereafter. The remaining additional considerations as listed in the original lease of farm land remain the same, and the farmer agrees to follow the remaining provisions in the original Lease of Farm Land that was signed on August 30, 2013.

**Contact Information:** Unless otherwise notified in writing, the parties can be contacted as follows:

Chuck Scholz  
City of Harrisburg  
PO Box 378  
Harrisburg, OR 97446  
(541)995-6655  
[cscholz@ci.harrisburg.or.us](mailto:cscholz@ci.harrisburg.or.us)

Kurt Kayner  
Legacy Valley Farms, LLC  
29873 Nixon Dr.  
Halsey, OR 97348  
(541) 501-2794  
[kikayner@rtinet.com](mailto:kikayner@rtinet.com)

We agree to the above this 31<sup>ST</sup> of AUGUST, 2017:



Michele Eldridge for the City of Harrisburg



Kurt Kayner for Legacy Valley Farms, LLC

# Invitation for Bids

## LEASE OF FARMLAND

The City of Harrisburg is the owner of approximately 48 acres of tillable land that it will make available to the highest qualified bidder for farm use, subject to the following criteria:

**Description of Land:** The land is east and north of the City of Harrisburg's sewage treatment facility at 23914 Peoria Road, approximately one mile north of the intersection of Highway 99E and Peoria Road. It involves about 48 acres of tillable land within Linn County. The exact description has not been surveyed. The property affected by this lease is shown in general terms on the accompanying map.

**Anticipated Term:** The lease will commence on or about September 1, 2019, and extend through August 31, 2023.

**Return of Possession:** At the conclusion of the lease, the condition of the property shall be as good or better as it was upon the commencement of the lease.

**Farmer's Qualifications:** To qualify as a bidder, a farmer shall demonstrate an ability to pay an annual rent for the property, including the initial lease payment on the date of execution of the lease, and the ability to pay each succeeding annual payment made by August 1<sup>st</sup> of each year thereafter. To qualify, a bidder must agree to comply with the following terms, which shall become part of the Lease between the Bidder and the City. Those terms include an obligation:

1. To cultivate, operate and farm the land in a responsible and reasonable manner.
2. To ensure fences and improvements thereon are in good condition and repair, as the same exist or as either party may construct.
3. To prohibit at all times the presence of noxious weeds on the land and to keep cut other weeds and grasses on and along the service road.
4. To ensure that no burning of any straw or crop residues occur, except as permitted by law, and then only with the City's permission.
5. To investigate for crop diseases and immediately employ standard treatment procedures for diseases of any crop on the land and to pay the cost thereof.
6. To keep all ditches clean, open and free from brush and growth.
7. To hold the City harmless for all loss of equipment or crops on the land.
8. To indemnify the City for any damage to the land, the City's sewage treatment facility, or any adjacent land that results from or is caused by the Farmer.
9. To maintain general liability insurance with limits of not less than \$1,000,000.
10. To prohibit or prevent any encumbrance of the land or cause or allow any liens to be placed upon it.
11. To pay all property taxes assessed on or for the property.

**Soil Preparation:** To qualify, a bidder must agree to perform the following services on or to the pasture land:

1. Lime treatment during 2019. (1 to 2 tons per acre, based upon soil analysis.)
2. Spot treatment for thistles annually in April, June and July.
3. Cut the grass along the slough at the north end of the property monthly in May and June, as well as thereafter required by the City's Community Development Superintendent.
4. Fertilizing each April. (300 pounds per acre of 12-15-15, or as determined by soil analysis.)

**Additional Provisions:** To qualify as a bidder, the farmer shall agree to the following:

1. Under no circumstances shall the lease to be executed be construed as giving rise to a partnership, and neither Farmer nor the City shall be liable for the debts or obligations of the other.
2. The City shall have access to and across the leased land for the operation, repair, maintenance and expansion of the sewage treatment facility operated by the City, including access to plant, maintain and harvest poplar or similar trees on adjacent City property. The City will take reasonable precautions in exercising this right of access to and across the leased land so as to minimize any damage to the farmer's crops.
3. The Farmer will restrict his use of the land for growing a crop or crops. No livestock shall be on the land, except for temporary crop maintenance as the City may authorize.
4. No livestock shall be allowed on gravel or paved roads.
5. Dead livestock shall be removed from the property.
6. The City reserves the right to prohibit certain crops as it determines in its sole discretion.
7. No assignment of the lease or sublease of the property shall be allowed without the written approval of the City Council of the City of Harrisburg.
8. In the event the farmer fails to comply with any of the provisions of the lease, the City shall inform the farmer, in writing, of the act of noncompliance. If the farmer fails to immediately remedy the violation, the City may declare the lease null and void and shall be entitled to immediately retake possession of the land. A refund of any portion of an annual lease payment shall only occur in the event the City is able to lease the property to another farmer.
9. In the event any suit or action is brought to enforce any provision of this agreement or to repossess the premises, reasonable attorney's fees may be awarded to the prevailing party together with costs and necessary disbursements.

**Eligible Farmers:** Farmers who are eligible to enter into a lease of the involved property shall:

1. Have their principal place of residence within Linn, Lane or Benton Counties.
2. Have earned at least 25% of their household income in each of the past five years from farming.
3. Have a history of farming parcels of land that have consisted of not less than 25 acres of farmland in a prior year.
4. Have a history that indicates that he/she will likely comply with the responsibilities stated above.

**Selection of Farmer:** If more than one qualified eligible farmer applies to lease this land as outlined above, the lease shall be awarded to the highest qualified bidder that meets the standards outlined in the section herein labeled "Eligible Farmers".

**Any eligible farmer who is interested in leasing the involved land must provide a written letter of interest to the City Recorder, City of Harrisburg, 120 Smith St., PO Box 378, Harrisburg, OR 97446, by 1:00 p.m. on or before August 19, 2019. Include your name, address, daytime phone number, e-mail address and annual bid on the letter of interest. Also provide information that will indicate that you are an eligible farmer as stated above.**

**All bidders or other interested persons are welcome to be present at Harrisburg City Hall at 1:00 on August 20, 2019, at which time the bids will be opened.**

If you have any questions, contact Tim Bunnell at the City of Harrisburg at (541) 995-6655.

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

4.

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

**STAFF REPORT:**

Exhibit A: None

**ACTION:** I move the City uses Branch Engineering for Land Use Planning Services.

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

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$10,000 - \$20,000 per year	TBD	General Fund: Contracted Services

**STAFF RECOMMENDATION:**

**Staff recommends the Council approve using Branch Engineering to provide land use planning services to the City.**

**BACKGROUND INFORMATION:**

The City provides land use planning services to the public through the City's Administrator. On September 4, 2019, the City Administrator position will be vacant. It is anticipated the City will not be able to permanently fill the City Administrator position for several months. The City Council must decide how to provide land use planning services while the City Administrator position is vacant, and perhaps beyond.

The following are a few options for the Council to consider in regards to providing land use planning services:

1. Create a new position, and hire a land use planner
2. Contract with a land use planning professional
3. Use OCWCOG's Planning Services
4. Use Branch Engineering's Planning Services

The Council may choose to create a new position and hire a land use planner. The advantages to doing this are: the city has direct control over how the services are provided; the planner would be available to the public when needed; and, the planner could complete long range planning projects such as code updates and area plans. The disadvantage to hiring a land use planner is the cost. The Council could expect to spend \$40,000 - \$70,000 per year, for a full-time benefitted employee.

The Council may choose to send out a request for proposals to hire a contracted land use planner. In this scenario, the planner would predominantly process land use planning applications, and may hold office hours. The Council should expect to pay \$15,000 to \$25,000 per year.

The Council may choose to use OCWCOG's planning services. The City is part of this organization already, but does not currently use their planning services. If the City decided to enter into a contract with them, they would likely provide similar services to a contracted planner (i.e. process land use applications). However, the planning staff at OCWCOG could also perform some long range planning projects for the city, if needed. The Council could expect to pay \$15,000 - \$25,000 per year for planning services, plus additional money for long range projects.


The Council may choose to use Branch Engineering's planning services. The City's Engineering firm is Branch Engineering, and they provide land use planning services. Their land use planner could process land use planning applications, and perform long range planning services, as needed. Another advantage to using Branch engineering is efficiencies that could be gained by having both planning and engineering services provided by the same company. The Council could expect to pay \$15,000 - \$25,000 per year for planning services, plus additional money for long range projects.

Staff believes the best option for the Council is to utilize either OCWCOG or Branch Engineering, since we have existing relationships with both organizations. Staff recommends using Branch Engineering simply because of the efficiencies that can be gained through having both planning and engineering services provided by the same company.

MOTION (If necessary):

*I move the City uses Branch Engineering for Land Use Planning Services.*

REVIEW AND APPROVAL:



Brian Latta  
City Administrator

8/7/2019  
Date

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

5.

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**THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR  
STAFF REPORT:**

Exhibit A: Personnel Committee Staff Report

Exhibit B: OCWCOG Recruitment Proposal

Exhibit C: City Administrator Recruitment Timeline

**ACTION:                    MOTION TO:**

1. HIRE AN INTERIM CITY ADMINISTRATOR -OR- APPOINT MICHELE ELDRIDGE TO ACT IN CAPACITY OF THE CITY ADMINISTRATOR.
  2. AUTHORIZE STAFF TO CONTRACT WITH OCWCOG FOR CITY ADMINISTRATOR RECRUITMENT SERVICES, IN AN AMOUNT NOT TO EXCEED \$5,000.
  3. ACCEPT THE TIMELINE FOR THE CITY ADMINISTRATOR RECRUITMENT SCHEDULE.
  4. APPROVE THE TOTAL CITY ADMINISTRATOR RECRUITMENT BUDGET TO NOT EXCEED \$10,000.
- 

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

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$10,000	Yes	GENERAL FUND –PERSONNEL SERVICES

**PERSONNEL COMMITTEE RECOMMENDATION:**

The Personnel Committee met on August 8<sup>th</sup>, 2019, and will bring their recommendations to the City Council meeting.

**STAFF RECOMMENDATION:**

**Staff proposes that the Council follow the recommendations of the Personnel Committee.**

**BACKGROUND INFORMATION:**

The Personnel Committee met on Thursday, August 8, 2019, in order to discuss the City Administrator Recruitment.

**Interim City Administrator vs. an Act in Capacity City Administrator:**

The Personnel Committee were asked to consider whether they wanted hire an interim City administrator, or if they wished to appoint an existing employee to the position.



There are advantages and disadvantages to both options. The staff report for the meeting, with those explanations, can be found in **Exhibit A**. The Personnel Committee will bring their recommendation to the meeting.

Authorization to Contract with the Oregon Cascades West Council of Governments (OCWCOG):

Michele Eldridge, Mayor Duncan, and members of the Personnel Committee, met with the Executive Director, and Deputy Director of OCWCOG to discuss the services that they had to offer in terms of the City Administrator recruitment. OCWCOG sent an estimate for those services to staff (**Exhibit B**). After review, City staff forwarded the proposal to the Personnel Committee for discussion. Staff is recommending a combination of services that OCWCOG could provide, which would cost a little under \$5,000. The Personnel Committee will be making a recommendation to the City Council for them to authorize staff to contract with OCWCOG for City Administrator Recruitment services for an amount not to exceed \$5,000.

City Administrator Recruitment Schedule:

Staff created a recruitment timeline (**Exhibit C**) for the City Administrator Recruitment. However, it should be noted that this can change frequently, based on a number of factors. One of the most important is coordinating with OCWCOG on the recruitment. They had not yet had a chance to review the timeline when it was presented to the committee. The Personnel Committee will be reviewing this at their meeting, and will bring their recommendation to the Council Meeting.

City Administrator Recruitment Budget:

The contract with OCWCOG, fees for posting the open position, possible travel fees (for the interview), and if negotiated, payment for relocation services, all have a potential of costing the City somewhere close to \$10,000. This figure can always be revised if circumstances warrant it. The Personnel Committee will bring their recommendation in terms of the recruitment budget to this meeting.

City Administrator Contract and Job Description:

Staff did not feel that with the recent re-organization of City staff that the job description, contract, or salary/wage levels needed to be amended, prior to the recruitment. If the Personnel Committee doesn't agree with this assessment, then it will be discussed with the City Council.

OCWCOG recommended at their meeting with staff that the City should focus on obtaining a candidate with strong administration skills, with project management as the focus. Staff will be working on the recruitment letter over the next two weeks, and will be providing a draft to the Personnel Committee Chairperson, and the Mayor for feedback. The brochure will be presented to the Council at the work session, along with the contract provided by OCWCOG. Interview questions, and screening guidelines will be reviewed by the Personnel Committee at the September meeting. Staff will be

working with OCWCOG on how to coordinate the collection of application materials and inquiries from potential candidates.

5.

MOTION / move to:

1. HIRE AN INTERIM CITY ADMINISTRATOR –OR- APPOINT MICHELE ELDRIDGE TO ACT IN CAPACITY OF THE CITY ADMINISTRATOR.
2. AUTHORIZE STAFF TO CONTRACT WITH OCWCOG FOR CITY ADMINISTRATOR RECRUITMENT SERVICES, IN AN AMOUNT NOT TO EXCEED \$5,000.
3. ACCEPT THE TIMELINE FOR THE CITY ADMINISTRATOR RECRUITMENT SCHEDULE.
4. APPROVE THE TOTAL CITY ADMINISTRATOR RECRUITMENT BUDGET TO NOT EXCEED \$10,000.

REVIEW AND APPROVAL:



Brian Latta  
City Administrator

8/8/2019

Date

Agenda Bill  
**Harrisburg Personnel Committee**  
Harrisburg, Oregon

5.

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

**STAFF REPORT:**

Exhibit A: OCWCOG Recruitment Proposal

Exhibit B: City Administrator Recruitment Timeline

Exhibit C: City Administrator 2019 Contract

Exhibit D: City Administrator Job Description

Exhibit E: Harrisburg Wage Scale FY 2019-2020

Exhibit F: City Administrator 2017 Salary Survey Results

**ACTION: *MOTION TO:***

- 1. RECOMMEND TO THE CITY COUNCIL THAT IT EITHER HIRE AN INTERIM CITY ADMINISTRATOR OR APPOINT MICHELE ELDRIDGE TO ACT IN CAPACITY OF THE CITY ADMINISTRATOR.**
- 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 CURRENT OR 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.**

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

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
\$10,000	YES	GENERAL FUND – PERSONNEL SERVICES

STAFF RECOMMENDATION:

**Staff recommends the Personnel Committee recommend to the City Council the following:**

- 1. Either hire an interim City Administrator or appoint Michele Eldridge to act in capacity of the City Administrator;**
- 2. Authorize staff to contract for City Administrator Recruitment Services with OCWCOG;**
- 3. Accept the current or amended timeline for the recruitment process; and,**
- 4. Approve the recruitment budget to not exceed \$10,000.**

BACKGROUND INFORMATION:

Our current City Administrator, Brian Latta, has tendered his resignation, and the City Council has approved a final work date of September 3, 2019. When we replaced our previous City Administrator, Bruce Cleeton, we were lucky to have him retiring from the position, with the process starting almost a year ahead of time. With Brian leaving on September 4, 2019, the position of City Administrator will be vacant. The Personnel Committee and Council can choose to temporarily fill this vacancy in a couple of ways. First it can hire an interim City Administrator to fill the vacancy until the time the City Administrator position is permanently filled. Oftentimes the list of interim City Administrators is made up of retired City Managers still residing in the area. Second, the Personnel Committee and City Council could choose to allow an existing employee to act in capacity (AIC) during the recruitment process.

There are advantages and disadvantages to both options. With an interim hire the advantages are: you can trust that you are getting a competent City Manager who will be capable of keeping the organization afloat during the transition; and, an interim City Administrator increases the staff capacity to ensure all aspects of the City continue to operate as normal. The disadvantages with an interim hire is it will cost the City money to hire an interim City Administrator. However, as noted below, the City will be saving money during the recruitment because it will not be paying Brian's wages and fringe benefits during the transition.

With the acting in capacity scenario the advantages are: the AIC will be familiar with how the City operates and have a familiarity with the staff; and, it is more cost effective. The City should compensate the AIC for the increased workload. However, this cost will likely be less than the other option of hiring an interim City Administrator. The disadvantages to the AIC is employee capacity. The City Administrator job has several duties, and whichever employee fill this role will be stretched very thin and projects and work that can be put on the backburner likely will be put there.

Staff recommends the Personnel Committee discuss and recommend the City Council either hire an interim or appoint Michele Eldridge to act in capacity.

City Administrator Recruitment Assistance:

The City has asked the Oregon Cascades West Council of Governments (OCWCOG) HR department to develop a proposal to assist the City with the recruitment process.

Mayor Bobby Duncan, Personnel Committee Chairperson Kim Downey, and Personnel

Committee member Mike Caughey met with both the OCWCOG Director, Fred Abousleman, and Deputy Director Rachael Maddock-Hughes in a separate meeting. The City already has a relationship with OCWCOG to provide us with IT services, and knew about the other business services that they have to offer.

Human Resources Manager Ryan Schulze has provided us with a bare bones estimate for the CA Recruitment process (**Exhibit A**). If the City were to have OCWCOG provide the entire service, it would cost the City \$7,026.14. Most recruitment services average around \$10,000, therefore staff feels the bare bones proposal of \$7,026.14 is a good one. In addition; the City has recently updated and changed the City Administrator Job Description, and therefore are fairly up to date on the attributes needed for a new City Administrator. Screening and Interview Questions will also be easy to develop, based upon the previous recruitment, as well as many of the same people still being on Council.

Staff can utilize the time period in which Brian will still be working for the City in order to develop the recruitment brochure. As such, staff is recommending that we obtain OCWCOG's City Administrator Recruitment Services for online recruitment management, applicant screening, interview coordination, reference check, making the offer, create and send offer letter, and finally, background check coordination. These services cost approximately \$3,477. If the Personnel Committee would also like to have OCWCOG's participation in the interview process, it will add another \$767.36 to the process. The total amount is under \$5,000, which allows us to be exempt from the public contracting process. The Personnel Committee should make a recommendation to the City Council that they authorize staff to contract with OCWCOG for City Administrator Recruitment Services, based on modification of the components and activity's on the recruitment list, in an amount not to exceed \$5,000.

The position should be held open until filled, as there can always be another recruitment round, if the final candidate accepts a job elsewhere, and the City Council is not satisfied with the other final candidates. The Personnel Committee may remember that we lost two highly rated candidates to other cities, when we came up with the final two candidates who were interviewed for the position in 2013.

#### City Administrator Recruitment Timeline:

Staff have developed a recruitment timeline (**Exhibit B**) for the process of the City Administrator Recruitment. The timeline includes bringing the recruitment brochure to the City Council for approval, whereupon OCWCOG will post the position on several different job boards, and will maintain and monitor the online recruitment process. The open position will be posted for approximately one month, which is fairly standard for the process of hiring a City Administrator. The Personnel Committee is welcome to make changes to the recruitment timeline before recommending its approval to the City Council at the meeting on August 13, 2019.

The Personnel Committee will review the screening and interview questions in September. These will be shared and approved by the City Council, and then conveyed to OCWCOG in time for the 1<sup>st</sup> review of candidates. The Personnel Committee will then review the final applicant pool provided by OCWCOG, and should decide how many candidates they would like to include in the interview process at a meeting on October 7, 2019. OCWCOG will start contacting the candidates for the interview process starting October 8, 2019.

The first interview session has been scheduled for the work session being held on Tuesday, October 22, 2019. OCWCOG will then call for background and reference checks on the top candidate(s), and will provide the final results to the City by November 1, 2019. The City Council can then hold an executive session during a special meeting on Mon, November 4, during which selection of the final candidate will be made.

Contracts for City Administrators vary widely, as does the period of time that a City Administrator must provide to their City in advance of any resignation. Our current contract calls for a two (2) month notification period. Using this as an example, a possible start date for a new City administrator could be Jan 20, 2020. This could be shorter, or possibly longer, depending upon the terms that the final candidate is expected to meet with their former employer.

The Personnel Committee can make changes as desired to the City Administrator Recruitment Timeline, and should recommend to the City Council that they accept the current or amended timeline at the regular business meeting.

In addition to the costs for the contract with OCWCOG, the City will also incur costs for posting the position. The costs to post on the LOC website are \$20, while the ICMA charges \$450 for their job posting. The City will also post the position on our own website. The Personnel Committee and City Council will also need to decide if they are willing to pay travel fees for candidates that are outside our regional area. Will they be willing to pay airfare, lodging, and vehicle rental for someone who is out of state; or will they wish to simply use Skype? They should also consider mileage for someone located in a different part of the state, or in southern Washington, or northern California.

In addition, there could be added considerations, such as the City being willing to offer relocation services. Staff briefly discussed this and felt that we should simply say that it's open to negotiation, and to otherwise not determine a dollar amount unless it's brought up during salary negotiations.

#### City Administrator Recruitment Budget:

With the \$5,000 for the contracted services from OCWCOG, \$500 in job posting fees, possible travel fees for candidate interviews, as well as negotiated relocation services, a set fee of \$10,000 should be adequate to cover the costs for the City Administrator Recruitment process. The City is saving approximately 4 months of salary from not

paying a City Administrator. This figure is approximately \$30,816, not including the savings from PERS contributions, and insurance coverage. The Personnel Committee can recommend that the City Council approve the total City Administrator Recruitment Budget to not exceed \$10,000 based upon these estimates. If the final candidate negotiates a relocation service fee that is higher than anticipated, the City Council can easily change the final budget figure, and still remain within current year budget parameters.

City Administrator Contract and Job Description:

Staff is not recommending any changes to the current contract (**Exhibit C**), job description (**Exhibit D**), or salary/wage levels (**Exhibit E**) for the City Administrator position. Fred Abousleman commented during the meeting with staff that the City was extremely lucky in obtaining a planner like Brian, who could easily assimilate into the City Administrator job position. He recommended that the City focus on obtaining a candidate who has strong administration skills, with project management being a focus. Staff concurs with this recommendation.

During the last recruitment, the City decided to simply ask about the level of knowledge the applicants had in relation to land use planning in Oregon, and then when screening the final applicants, gave more points to those applicants with more planning experience. In this case, it's important to find out if the person has a good working knowledge of land use planning in Oregon, but we will not be looking specifically for a City Administrator who is also a planner, and will therefore not be assigning specific points for planning experience. Brian will be making some recommendations in relation to planning at this meeting.

Staff notes that the job description was just updated, and does not need to be changed at this time. The planning portion of the job description can be updated after we hire a new City Administrator. The wage scale is also adequate for this position, as a City manager survey was reviewed in 2017, in which it was noted that the pay for City Administrator was more than the average for City's close to our population size. (**Exhibit F**) We've made certain to not inflate the City Administrator pay, and have instead, chosen to provide Brian with bonuses instead of pay increases. Therefore, the wage scale as represented in Exhibit E should still be adequate for this position. The City Council should be prepared to offer the chosen applicant a salary within the current pay scale, dependent upon the experience and skills of the final applicant.

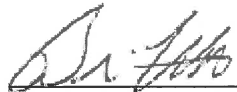
Finally, as a reminder, the City Administrator Contract, Job Description, Wage Scale, and salary survey are all part of the public domain, and as such, are available for review on the City website by any City Administrator candidate, and as part of this Personnel Committee agenda.

MOTION I move to:

1. *Recommend to the City Council that it either hire and interim City Administrator or appoint Michele Eldridge to act in capacity of the City Administrator.*

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 current or 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.*

REVIEW AND APPROVAL:



Brian Latta  
City Administrator

8/6/2019

Date



**Michele Eldridge**

**From:** Ryan Schulze <rschulze@ocwcog.org>  
**Sent:** Thursday, August 01, 2019 3:01 PM  
**To:** Michele Eldridge  
**Cc:** Rachael Maddock-Hughes; Rebecca Gibbons-Yardley  
**Subject:** RE: Recruitment

Good afternoon Michele,

Below are some bare bones estimates of what time and costs would be to conduct the City Administrator recruitment. We looked at each of the steps or components of a recruitment and how much time each takes on average to develop these numbers. Please review and let me know what questions you have.

Activity		Time Required	Rate	Cost
Job Analysis	Develop Desired Attributes	2	95.92	191.84
	Create screening and interview questions	4	95.92	383.68
Panel Training	Provide training to interview panel (HR do's/don't's, evaluation method, etc.)	2	95.92	191.84
Brochure	Development (includes creation, review and acceptance)	15	95.92	1438.8
	Print & Distribution (final edits, printing and distribution)	6	95.92	575.52
Online Recruitment Management	Development (includes creation, review and acceptance)	10	95.92	959.2
	Post to desired sites	6	95.92	575.52
	Maintain and monitor	8	95.92	767.36
Application Screening	Select applicant pool based upon application materials	6	95.92	575.52
Interview Coordination	per round	4	95.92	383.68

Interview Participation	per round	8	95.92	767.36
Reference Check	each	0.25	95.92	23.98
Make the Offer		0.5	95.92	47.96
Create and send Offer Letter		0.5	95.92	47.96
Background Check Coordination	per Harrisburg requirements	1	95.92	95.92
Total Hours		73.25	Total Cost	7026.14

Ryan Schulze  
Human Resources Manager  
Oregon Cascades West Council of Governments  
1400 Queen Ave SE, Suite 201  
Albany, OR 97322  
(541)812-2000 (office)  
(541)967-6123 (fax)  
[www.ocwcog.org](http://www.ocwcog.org)



**PUBLIC RECORDS LAW DISCLOSURE:** This email communication is subject to the State of Oregon Records Retention Schedule and may be made available to the Public. OCWCOG is an equal opportunity employer and provider.

**From:** Michele Eldridge [mailto:[meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us)]  
**Sent:** Wednesday, July 31, 2019 4:57 PM  
**To:** Ryan Schulze <[rschulze@ocwcog.org](mailto:rschulze@ocwcog.org)>  
**Cc:** Rachael Maddock-Hughes <[rmaddock@ocwcog.org](mailto:rmaddock@ocwcog.org)>; Rebecca Gibbons-Yardley <[rgibbons@ocwcog.org](mailto:rgibbons@ocwcog.org)>  
**Subject:** RE: Recruitment

Thanks for letting me know Ryan!

*Michele Eldridge, CMC*  
City Recorder/Assistant City Administrator

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**From:** Ryan Schulze [mailto:[rschulze@ocwcog.org](mailto:rschulze@ocwcog.org)]  
**Sent:** Wednesday, July 31, 2019 4:55 PM  
**To:** Michele Eldridge  
**Cc:** Rachael Maddock-Hughes; Rebecca Gibbons-Yardley  
**Subject:** Re: Recruitment

Hi Michele,  
I am working on this and will get something to you tomorrow.

Sent from my iPhone

On Jul 31, 2019, at 4:45 PM, Michele Eldridge <[meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us)> wrote:



FROM THE OFFICE OF THE CITY RECORDER/ASST. CITY ADMINISTRATOR

**TO: PERSONNEL COMMITTEE**

**SUBJECT:** CITY ADMINISTRATOR RECRUITMENT TIMELINE

<b>DATE:</b>	<b>ACTION:</b>
AUGUST 8, 2019	REVIEW CURRENT CONTRACT TERMS, RATE OF PAY, AND NEW JOB DESCRIPTION AS RECENTLY APPROVED BY COUNCIL. ALSO DETERMINE BUDGET FOR RECRUITMENT PROCESS, INCLUDING RELOCATION.
AUGUST 8, 2019	PROCURE CA RECRUITMENT SERVICES.
AUGUST 13, 2019	CONVEY SCHEDULE AND PROCESS TO CITY COUNCIL, COUNCIL TO AUTHORIZE STAFF TO SIGN CONTRACT WITH OCWCOG.
AUGUST 20, 2019	HR STAFF TO DEVELOP RECRUITMENT BROCHURE/MAILER & SUPPLEMENTAL QUESTIONS.
AUGUST 27, 2019	CITY COUNCIL TO APPROVE RECRUITMENT BROCHURE/MAILER, CONTRACT WITH OCWCOG ON RECRUITMENT FOR NEW CA AT COUNCIL WORK SESSION.
AUGUST 29, 2019	POST POSITION OPENING TO CITY WEBSITE, LOC (\$20), & ICMA (\$450); OCWCOG TO MAINTAIN AND MONITOR ONLINE RECRUITMENT PROCESS
SEPTEMBER 3, 2019	PERSONNEL COMMITTEE TO REVIEW SCREENING AND INTERVIEW QUESTIONS.
SEPTEMBER 10, 2019	COUNCIL TO APPROVE SCREENING AND INTERVIEW QUESTIONS, WHICH IS CONVEYED TO OCWCOG.
OCTOBER 1, 2019	<ol style="list-style-type: none"> <li>1. DEADLINE FOR 1<sup>ST</sup> REVIEW OF CA CANDIDATES;</li> <li>2. OCWCOG TO SCREEN APPLICANTS BASED UPON APPLICATION MATERIALS, AND TO SELECT APPLICANT POOL. PROVIDES LIST OF CANDIDATES TO THE CITY.</li> <li>3. COMMUNICATION WITH CANDIDATES NOT PROGRESSING FORWARD IN PROCESS.</li> </ol>
MON, OCTOBER 7, 2019	PERSONNEL COMMITTEE MEETS TO REVIEW FINAL APPLICANT POOL, AND TO DETERMINE NUMBER OF CANDIDATES TO INTERVIEW.
OCTOBER 8, 2019	OCWCOG STARTS CONTACTING CA CANDIDATES FOR INTERVIEW
TUES, OCTOBER 22, 2019	CITY COUNCIL/DEPARTMENT HEAD INTERVIEWS DURING EXECUTIVE SESSION IN WORK SESSION; DETERMINES TOP CANDIDATE(S)
OCTOBER 23, 2019	OCWCOG TO START BACKGROUND AND REFERENCE CHECKS ON TOP CANDIDATE(S)
NOVEMBER 1, 2019	OCWCOG TO PROVIDE RESULTS OF BACKGROUND AND REFERENCE CHECKS
MON, NOVEMBER 4, 2019.	CITY COUNCIL TO MAKE FINAL DECISION IN EXECUTIVE SESSION SPECIAL MEETING

TUES, NOV 5, 2019	JOB OFFER MADE, AND NEGOTIATIONS TO START
JAN 20, 2020	POSSIBLE START DATE FOR NEW CITY ADMINISTRATOR DEPENDING ON CONTRACT REQUIREMENTS

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

6.

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

**STAFF REPORT:**

Exhibit A: Letter from Sheriff Yon

Exhibit B: Letter from Council President Mike Caughey

**ACTION:**           TBD

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

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
TBD	TBD	TBD

**STAFF RECOMMENDATION:**

**Staff does not have a recommendation for a decision, as this agenda item is to simply share information with the Council.**

**BACKGROUND INFORMATION:**

The City Council has been considering different options with respect to how law enforcement services will be provided in the City of Harrisburg. In the spring, the Council was trying to determine how many hours it would like to continue with the Sheriff's Office contract. After reviewing the Sheriff's Office performance, especially in relation to traffic enforcement, the Council decided to reduce the Sheriff's Office contract from 320 hours per month to 275 hours per month. The Council also requested City staff to issue a request for proposals for another law enforcement agency to provide supplemental traffic enforcement for 20 hours per month.

In June, Sheriff Yon attended the Council meeting and expressed several concerns. In July, the City Council met in executive session to discuss those concerns with the City Attorney. After the meeting with Sheriff Yon, the Council asked City staff to follow up with him to clarify a few of his concerns and comments. Sheriff Yon provided responses to those questions, and the questions and responses can be found in **Exhibit A**.

Council President Mike Caughey also provided a written analysis to City staff to share with the City Council, since he would not be in attendance at the July Council meeting. This analysis can be found in **Exhibit B**.

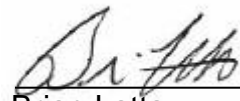
Finally, City staff has continued to work with the two law enforcement agencies who initially responded to the request for proposals, Junction City and Coburg. The Council asked City staff to find out if either agency would be willing and have the capacity to provide more traffic enforcement than the 20 hours listed in the request for proposals, and/or if they are able to provide the full slate of police services to the City of Harrisburg. I have had conversations with both Police Chiefs. Junction City Police Chief said he could provide whatever is needed. Coburg Police Chief said he is working on getting answers to those questions. I also will be meeting with the Coburg Police Chief and City Administrator on Thursday, August 8<sup>th</sup> to discuss these concepts in more detail and will provide the Council with a summary of that meeting during the Council meeting.

Staff does not have any recommendations on how to proceed at this point in time. The Council invited Sheriff Yon to attend its Council work session meeting on August 27<sup>th</sup>. Staff believes that during or following that meeting the Council will be prepared to make a decision on how they'd like to proceed.

MOTION (If necessary):

*TBD*

REVIEW AND APPROVAL:



Brian Latta  
City Administrator

8/8/2019

Date



# LINN COUNTY SHERIFF'S OFFICE

6.

**Jim Yon, Sheriff**

1115 S.E. Jackson Street, Albany, OR 97322

Phone: 541-967-3950

www.linnsheriff.org

## MEMORANDUM

To: Harrisburg City Council  
From: Sheriff Jim Yon  
Date: 07.11.2019  
Re: Follow up questions

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1. *How does the Sheriff's Office propose to achieve the City Council's traffic enforcement goal of 75 hours per month?*

After looking at the numbers and continued reduction of contracted hours, we are not going to achieve the goal of 75 hrs of traffic enforcement. We would reduce this number to the 30ish range. It is also difficult to split out traffic hours from patrol hours. It is essentially doing the same function while patrolling in town.

2. *What did Sheriff Yon mean when he said, "without a contract, we will provide the same services we always have to the citizens of Harrisburg, we'll just cut the City out of it?"*

Absent a contract, we will continue to answer calls of service in the city limits of Harrisburg. My meaning behind "we'll just cut the city out of it" is simply we will operate like we do in unincorporated Linn County, the City of Waterloo and the City of Sodaville. We handle calls for service and handle our business without input from the city.

3. *Absent a contract, will the Sheriff's office initiate major crime investigations and operations in the City of Harrisburg?*

Absent a contract, we will initiate major crime investigations and operations in Harrisburg. It is our jurisdiction and we would continue to handle those investigations. Again, it will be like the Waterloo and Sodaville.

4. *Absent a contract, will the Sheriff's office patrol in the City of Harrisburg?*

Absent a contract, the Sheriff's Office will continue to answer calls of service in the city of Harrisburg. It would be no different than responding to a call in Shedd or at Hayworth Seed. It will not be to the same response time as it is now because the contract pays to keep us in town for a dedicated number hours.

People who commit crimes and cause problems know we are in town. They know almost every shift there will be a deputy in town for a number of hours. This has kept the crime rate in Harrisburg to a very low level.

With the contract, we are there for the 4<sup>th</sup> of July parade every year. We work the waterfront and in town during the evening of the 4th. We have extra staff in town.

If a deputy is off or injured, we will generally rotate someone from another area to cover our contracted cities. We always done this. We have created supervisor positions to work with the cities to minimize issues or get them addressed quickly.

6.

There was also talk about how expensive we are. I give you Mill City as an example. They requested a quote for police services from Marion County Sheriff's Office. We were in support of this request because we knew what the answer was going to be. The quote came in with less time and less deputies and was almost \$100k more than what we charge. I believe we charge a fair rate for the services we provide.

The cost to have your own police department and come close to the services we provide would be financially difficult. You would not want the exposure (liability) of having your own department. The expense of doing what we do is going up every year. There are more regulations Now, you would be able to tell them how and what there are going to focus on.



To: Harrisburg City Council

As a follow-up to my comments on the LCSO contract and impending charges, this note is to provide in writing the actual and proposed numbers for Harrisburg participating in the contract with LCSO ongoing.

I think that we all have concerns with the services we are currently paying for and what we are receiving. I have been able to attend several of the quarterly meetings between the previous and current Sheriffs and their staff concerning the contract and concerns of the participating Cities. All of the cities are small, and we all have the budgetary issues of paying the fees to LCSO.

During one Contract Cities meeting with Sheriff Riley concerning hours and costs, he repeatedly used the term "enhanced services". What he was referring to was the "extra" hours that the LCSO was spending in the cities for purposes that were not the mandated function of the department, i.e. traffic patrols and code enforcement. Sheriff Yon has used the same terminology.

We found that the cities that do not have contracts with the Sheriff department, still get all the mandated services that the Contract Cities receive. This includes 911 calls, crime investigations, animal control, etc. Those non-contract cities do not get regular traffic enforcement commitment from LCSO, nor code enforcement.

This explanation indicated that what the Contract Cities are really paying for is for traffic and code enforcement only.

After our last City Council meeting with Sheriff Yon and representatives of his staff, he stated that without a contract, 911 calls would still be handled by LCSO. This statement supports the scenario that we are really paying for traffic and code enforcement.

The contract is costing our city a large amount every year. \$258,550 in 2018/2019. In a time that we have the demands upon our budget for increases in costs of PERS fees, trying to keep our employees on track with competitive wages and our poor roads situation, we are being charged for services we are not receiving at a truly alarming rate.

We have contracted for 75 hours of traffic enforcement but on average only received 53 hours per month. That is about 71% of contract amount.

The following is data from the previous contract and proposed increases.

**Hourly fees per contract:**

2017/2018	\$65.00/hr.
2018/2019	\$67.33/hr.
2019/2020	\$69.74/hr. at 3.58% increase. LCSO projects \$70.36/hr.
2020/2021	\$72.24/hr. at 3.58% increase. LCSO projects \$73.53/hr.

**When we look at costs for only "enhanced services", such as traffic enforcement and code enforcement, the numbers are quite different based on actual average of 53 hours per month.**

2017/2018	\$392.45/hr.
2018/2019	\$406.53/hr.
2019/2020	\$ ???
2020/2021	\$ ???

For the most part, we no longer rely on LCSO for code enforcement, which is handled by our own city staff.

Beyond the costs involved, we have the additional issue of citations that are issued, however they are not all coming to our court. Some offences that should have come to our court, instead went to Albany.

**My comments:** I feel that we are not getting what we are paying for. The Sheriffs have not listened and responded to our requests for traffic enforcement, they do not comply with the terms of the contract and are not meeting the need to keep our streets safe at a level that we wish.

The deputies that service our city are doing what they have been instructed to do as to the performance of their duties. I do not fault our front line public servants. Communication in the LCSO has been notably poor. The deputies seldom, if ever, know what our requirements are as far as traffic enforcement. The problem areas still exist, some worse than previous. The method of citation to court was apparently not made clear to the deputies.

It is obvious to me that the LCSO is unwilling to do as we ask for this huge expense to our city. I believe that we need to take action on this issue and seek better solutions instead of another contract being signed with the LCSO.

The alternatives that we have discussed have brought to light different scenarios for handling our need for traffic enforcement. If we still get the same 911 and other services with or without a contract, why will we continue to fund the LCSO organization from our small budget?

It is a reality that LCSO is under-funded by the County. The Commissioners are (in my view) not supporting a very important piece of their responsibilities.

Brian has been very proactive on this issue by looking for alternatives to the problem. We, the City Council, have a duty to our citizens to provide a higher level than the LCSO contract. We must do what is best for our city and provide the best services for the money that we can.

Thank you for considering my opinions and data.

Mike Caughey  
City Council President  
Harrisburg, OR

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

7.

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**THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

Exhibit A: Payment Approval Report for July 2019

Exhibit B: Minutes of June 25, 2019

Exhibit C: Library Board Minutes for July 11, 2019

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

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

1. The payment approval report for July 2019
2. The minutes of June 25, 2019

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

**STAFF RECOMMENDATION:**

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

**BACKGROUND INFORMATION:**

**Construction Permits:**

July: Submitted: 12  
Issued: 10

No new Home permits were submitted in July, but Knife River, and the School District, have both recently submitted Commercial applications. The valuation will not be known on these until they are returned from plan review.

**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: \$3,676,735**

## Business Licenses Issued:

7.

- 1 Home Occupation Licenses:
  - Brittany Lancaster d.b.a. Busy B's LLC

**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 July 11, 2019 are attached.

*Next Scheduled Meeting: August 8, 2019*

### **Personnel Committee: Chairperson; Kimberly Downey**

The Personnel Committee meets on an as-needed basis.

*Next Scheduled Meeting: August 8, 2019*

### **Planning Commission: Chairperson; Todd Culver**

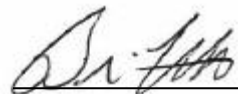
The Planning Commission met on June 18, 2019. Those minutes are not yet available. The Planning Commission meeting for July 15, 2019 was cancelled.

*Next Scheduled Meeting: August 20, 2019*

### **MOTION (If necessary):**

*I move to approve the consent list.*

### **REVIEW AND APPROVAL:**



8/8/2019

Brian Latta

Date

City Administrator

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>3888</b>						
3888	Amy Charron	JULY 2019	Summer Concert	07/23/2019	500.00	23-70-6850
Total 3888:					500.00	
<b>1206</b>						
1206	Analytical Lab & Consultants	116196	Water Testing	06/30/2019	175.00	51-65-4200
1206	Analytical Lab & Consultants	116197	Water Testing	06/30/2019	139.00	52-65-4200
1206	Analytical Lab & Consultants	116516	Water Testing	06/30/2019	561.00	51-65-4200
1206	Analytical Lab & Consultants	116517	Water Testing	06/30/2019	69.00	52-65-4200
1206	Analytical Lab & Consultants	116856	Water Testing	06/30/2019	154.00	52-65-4200
1206	Analytical Lab & Consultants	117006	Water Testing	06/30/2019	69.00	52-65-4200
Total 1206:					1,167.00	
<b>2225</b>						
2225	B & I Hardware & Rental	315344	P/W Misc Supplies.	06/30/2019	23.94	11-44-6000
2225	B & I Hardware & Rental	316118	P/W Misc Supplies.	06/30/2019	208.98	41-78-8170
Total 2225:					232.92	
<b>3200</b>						
3200	Barnes & Noble, Inc.	3867425	Books	07/24/2019	150.00	24-60-2000
3200	Barnes & Noble, Inc.	3867510	Books	07/24/2019	186.10	24-60-2000
Total 3200:					336.10	
<b>1212</b>						
1212	Bob Dickman Tire Center	74000436547	PW Vehicle supplies	07/09/2019	710.34	41-78-8170
Total 1212:					710.34	
<b>3693</b>						
3693	Branch Engineering Inc	00012427	Engineering Services	06/30/2019	1,036.80	11-60-7975
3693	Branch Engineering Inc	00012433	Engineering Services	06/30/2019	32,836.31	10-85-3150
3693	Branch Engineering Inc	00012434	Engineering Services	06/30/2019	4,213.75	10-85-3150
3693	Branch Engineering Inc	00012441	Engineering Services	06/30/2019	2,877.50	10-41-4000
3693	Branch Engineering Inc	00012442	Engineering Services	06/30/2019	3,082.50	11-42-2100
Total 3693:					44,046.86	
<b>2405</b>						
2405	Branom Instrument Company LLC	610424	Misc W/S Exp	06/30/2019	990.00	52-65-4600
Total 2405:					990.00	
<b>3656</b>						
3656	Brian Latta	JULY 2019	Mileage Reimbursement	07/24/2019	30.86	10-63-2300
3656	Brian Latta	JULY 2019	Mileage Reimbursement	07/24/2019	31.20	10-63-2300
3656	Brian Latta	JULY 2019	Mileage Reimbursement	07/24/2019	31.20	10-63-2300
3656	Brian Latta	JULY 2019	Reimbursement	07/24/2019	4.25	10-41-2100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3656:					97.51	
<b>3881</b>						
3881	Bridgeway Contracting, LLC	PAYMENT RE	Justice Center Remodel	06/30/2019	112,107.48	10-85-3150
3881	Bridgeway Contracting, LLC	PAYMENT RE	Justice Center Remodel	06/30/2019	53,351.51	23-75-7100
Total 3881:					165,458.99	
<b>1055</b>						
1055	Caselle, Inc.	95737	Software Support Agreement	07/02/2019	16,488.00	40-65-8010
Total 1055:					16,488.00	
<b>3732</b>						
3732	Cash	JULY 2019	Change Order	07/02/2019	100.00	24-60-2800
Total 3732:					100.00	
<b>3773</b>						
3773	CenturyLink	JULY 2019 LD	Phone Bill	07/24/2019	30.12	10-69-3500
3773	CenturyLink	JUNE 2019	Phone Bill	06/30/2019	42.27	52-65-3500
3773	CenturyLink	JUNE 2019	Phone Bill	06/30/2019	43.92	52-65-3500
3773	CenturyLink	JUNE 2019	Phone Bill	06/30/2019	43.26	51-65-3500
3773	CenturyLink	JUNE 2019	Phone Bill	06/30/2019	43.92	52-65-3500
3773	CenturyLink	JUNE 2019	Phone Bill	06/30/2019	41.61	52-65-3500
3773	CenturyLink	JUNE 2019	Phone Bill	06/30/2019	42.27	24-60-2500
3773	CenturyLink	JUNE 2019	Phone Bill	06/30/2019	43.92	52-65-3500
3773	CenturyLink	JUNE 2019	Phone Bill	06/30/2019	86.18	51-65-3500
3773	CenturyLink	JUNE 2019	Phone Bill	06/30/2019	42.27	52-65-3500
3773	CenturyLink	JUNE 2019	Phone Bill	06/30/2019	126.79	10-69-3500
3773	CenturyLink	JUNE 2019	Phone Bill	06/30/2019	126.80	51-65-3500
3773	CenturyLink	JUNE 2019	Phone Bill	06/30/2019	126.80	52-65-3500
Total 3773:					840.13	
<b>3686</b>						
3686	Chaves Consulting Inc	190434	Court Software	07/09/2019	550.40	10-42-2800
Total 3686:					550.40	
<b>1290</b>						
1290	CIS	PO-HAR-I2019	Insurance Premiums	07/09/2019	11,513.09	10-43-2000
1290	CIS	PO-HAR-I2019	Insurance Premiums	07/09/2019	7,000.00	11-42-2200
1290	CIS	PO-HAR-I2019	Insurance Premiums	07/09/2019	10,500.00	51-60-2300
1290	CIS	PO-HAR-I2019	Insurance Premiums	07/09/2019	10,500.00	52-60-2300
1290	CIS	PO-HAR-W201	Workman's Comp	07/09/2019	280.17	10-40-1510
1290	CIS	PO-HAR-W201	Workman's Comp	07/09/2019	1,425.64	11-41-1510
1290	CIS	PO-HAR-W201	Workman's Comp	07/09/2019	325.00	24-41-1510
1290	CIS	PO-HAR-W201	Workman's Comp	07/09/2019	6,584.62	51-55-1510
1290	CIS	PO-HAR-W201	Workman's Comp	07/09/2019	6,584.62	52-55-1510
Total 1290:					54,713.14	
<b>2939</b>						
2939	Cobalt Computer Services, Inc.	16050	Computer Software	06/30/2019	40.00	40-65-8015

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 2939:					40.00	
<b>2720</b>						
2720	Comcast	JUNE 2019 B	Internet Service	06/30/2019	95.13	10-60-2000
2720	Comcast	JUNE 2019 P/	Internet Service	06/30/2019	43.43	51-65-3550
2720	Comcast	JUNE 2019 P/	Internet Service	06/30/2019	43.42	52-65-3550
Total 2720:					181.98	
<b>1210</b>						
1210	Conser Quarry Company	34456	Gravel	06/30/2019	200.16	52-65-2400
Total 1210:					200.16	
<b>3824</b>						
3824	Demco Inc	6635667	Library Supplies	06/30/2019	7,203.00	23-75-7100
3824	Demco Inc	6636392	Library Supplies	06/30/2019	370.47	24-60-2800
Total 3824:					7,573.47	
<b>1000</b>						
1000	DEQ	WQ20WSC-00	Water Quality Permit	07/02/2019	100.00	52-65-5000
Total 1000:					100.00	
<b>2282</b>						
2282	EARTH20	243671	Bottled Water	06/30/2019	38.40	10-53-2200
2282	EARTH20	243671	Bottled Water	06/30/2019	2.49	10-53-2200
2282	EARTH20	243671	Bottled Water	06/30/2019	4.00	10-53-2200
2282	EARTH20	335468	Bottled Water	06/30/2019	33.60	10-53-2200
2282	EARTH20	335468	Bottled Water	06/30/2019	2.49	10-53-2200
2282	EARTH20	352763	Bottled Water	06/30/2019	4.00	10-53-2200
Total 2282:					84.98	
<b>3807</b>						
3807	Equinox Software, Inc	00000097	Library Software	07/09/2019	1,000.00	24-60-2800
Total 3807:					1,000.00	
<b>1946</b>						
1946	Ferguson Waterworks	0777836	P/W Misc. Expense	06/30/2019	1,962.88	52-65-4600
1946	Ferguson Waterworks	0778366	P/W Misc. Expense	06/30/2019	1,011.39	51-78-7400
1946	Ferguson Waterworks	0778366	P/W Misc. Expense	06/30/2019	1,011.38	52-78-7400
1946	Ferguson Waterworks	0779396	P/W Misc. Expense	06/30/2019	26.60	52-65-4600
1946	Ferguson Waterworks	0779523	P/W Misc. Expense	06/30/2019	551.20	52-65-4600
Total 1946:					4,563.45	
<b>3743</b>						
3743	Fern Ridge Review	21011	Budget Hearing Notice	06/30/2019	192.00	10-41-3000
3743	Fern Ridge Review	21020	Public Notice	06/30/2019	88.00	10-50-2100
Total 3743:					280.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>3697</b>						
3697	Fewel, Brewer & Coulombe	101478	Attorney Fees	06/30/2019	37.50	10-42-2500
3697	Fewel, Brewer & Coulombe	101479	Attorney Fees	06/30/2019	318.75	10-42-2500
Total 3697:					356.25	
<b>3853</b>						
3853	Forestry Suppliers Inc	558015-00	Misc P/W Exp	06/30/2019	343.06	51-65-4600
3853	Forestry Suppliers Inc	558015-00	Misc P/W Exp	06/30/2019	343.06	52-65-4600
Total 3853:					686.12	
<b>1218</b>						
1218	Grainger	9208537143	Misc. P/W Supplies	06/30/2019	175.53	41-78-8170
1218	Grainger	9208537150	Misc. P/W Supplies	06/30/2019	153.37	52-65-2400
1218	Grainger	9210126513	Misc. P/W Supplies	06/30/2019	165.98	51-65-4150
1218	Grainger	9211443842	Misc. P/W Supplies	06/30/2019	369.52	41-78-8170
1218	Grainger	9214469570	Misc. P/W Supplies	06/30/2019	416.91	41-78-8170
1218	Grainger	9218677707	Misc. P/W Supplies	06/30/2019	249.42	41-78-8170
1218	Grainger	9219885358	Misc. P/W Supplies	06/30/2019	36.44	41-78-8170
1218	Grainger	9221540645	Misc. P/W Supplies	07/09/2019	158.90	11-43-2000
1218	Grainger	9221540652	Misc. P/W Supplies	07/09/2019	10.75	52-73-2100
1218	Grainger	9231548984	Misc. P/W Supplies	07/24/2019	18.23	41-78-8170
Total 1218:					1,755.05	
<b>3720</b>						
3720	Guaranty Chevrolet	500569	Vehicle Repair Service	06/30/2019	75.74	11-45-2100
3720	Guaranty Chevrolet	500569	Vehicle Repair Service	06/30/2019	88.36	51-73-2100
3720	Guaranty Chevrolet	500569	Vehicle Repair Service	06/30/2019	88.36	52-73-2100
Total 3720:					252.46	
<b>3871</b>						
3871	Hagan Hamilton Insurance	5008	Insurance	07/24/2019	1,500.00	10-43-2000
Total 3871:					1,500.00	
<b>3851</b>						
3851	Hal's Delivery & Relocation Servic	25160	Library Exp	07/24/2019	1,107.05	24-60-2800
Total 3851:					1,107.05	
<b>3784</b>						
3784	Harrisburg Area Museum Trust	FY 2019-2020	Museum Operating Agreement	07/24/2019	4,000.00	10-53-2900
Total 3784:					4,000.00	
<b>3813</b>						
3813	Harrisburg Harvest Festival Assoc	07/17/2019	Donation	07/24/2019	3,000.00	10-53-2900
Total 3813:					3,000.00	
<b>3886</b>						
3886	Heart and Soul Productions LLC	JULY 2019	Summer Concert	07/09/2019	500.00	23-70-6850



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3886:					500.00	
<b>3037</b>						
3037	Herc Equipment Rental Corp.	30780144-001	Equipment Rental	06/30/2019	2,537.86	56-60-2300
3037	Herc Equipment Rental Corp.	30793174-002	Equipment Rental	07/24/2019	2,637.38	56-60-2300
Total 3037:					5,175.24	
<b>1220</b>						
1220	Hurd's Custom Machinery, Inc.	12587 B	Public Works Supplies	06/30/2019	3,575.00	10-72-6700
1220	Hurd's Custom Machinery, Inc.	21545	Public Works Supplies	06/30/2019	17.55	52-65-4600
1220	Hurd's Custom Machinery, Inc.	21545	Public Works Supplies	06/30/2019	22.10	10-72-4000
1220	Hurd's Custom Machinery, Inc.	21545	Public Works Supplies	06/30/2019	9.99	41-78-8170
1220	Hurd's Custom Machinery, Inc.	21729	Public Works Supplies	06/30/2019	45.34	10-72-4000
1220	Hurd's Custom Machinery, Inc.	21729	Public Works Supplies	06/30/2019	102.70	41-78-8170
Total 1220:					3,772.68	
<b>1221</b>						
1221	Jerry's Home Improvement	672072	Misc Public Works Supplies	06/30/2019	31.97	10-72-4000
1221	Jerry's Home Improvement	673811	Misc Public Works Supplies	06/30/2019	247.93	10-72-4000
1221	Jerry's Home Improvement	676048	Misc Public Works Supplies	06/30/2019	51.73	10-72-4000
Total 1221:					331.63	
<b>3432</b>						
3432	John Deere Financial	1540019	Misc P/W Exp	06/30/2019	9.63	41-78-8170
3432	John Deere Financial	1540024	Misc P/W Exp	06/30/2019	1,597.25	41-78-8170
3432	John Deere Financial	1556537	Misc P/W Exp	06/30/2019	620.58	41-78-8170
Total 3432:					2,227.46	
<b>3307</b>						
3307	Jon Silvermoon	JULY 2019	Summer Concert	07/09/2019	550.00	23-70-6850
Total 3307:					550.00	
<b>2703</b>						
2703	Knife River	25941	Street Construction	06/30/2019	133,986.12	11-60-7975
Total 2703:					133,986.12	
<b>1014</b>						
1014	League of Oregon Cities	2019-200262	Annual Dues	07/02/2019	3,162.86	10-66-4000
Total 1014:					3,162.86	
<b>1225</b>						
1225	Linn County Building Dept.	JUNE 2019	Building Permit Fees	06/30/2019	13,332.11	10-50-2000
Total 1225:					13,332.11	
<b>3819</b>						
3819	Linn County Treasurer	JUNE 2019	Court Revenue Payout	06/30/2019	98.82	10-42-2200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3819:					98.82	
<b>3847</b>						
3847	Mallory Safety and Supply LLC	4671566	Misc P/W Exp	07/09/2019	45.04	52-65-3300
Total 3847:					45.04	
<b>3769</b>						
3769	Masons Supply Company	423472-00	Misc P/W Exp	06/30/2019	1,950.00	11-44-6000
Total 3769:					1,950.00	
<b>3869</b>						
3869	MCCI, LLC	00331215	Software	07/24/2019	3,400.00	10-60-2900
Total 3869:					3,400.00	
<b>1077</b>						
1077	Michele Eldridge	JULY 019	Per Diem	07/08/2019	71.00	10-63-2200
Total 1077:					71.00	
<b>2644</b>						
2644	Net Assets	54-201906	Lien Searches	06/30/2019	210.00	10-53-2250
Total 2644:					210.00	
<b>1102</b>						
1102	NW Natural Gas Co.	JULY 2019	Utilities	07/24/2019	15.96	10-69-2000
1102	NW Natural Gas Co.	JULY 2019 PU	Utilities	07/24/2019	48.43	52-65-2700
Total 1102:					64.39	
<b>1952</b>						
1952	OAWU	27055	Certification	07/24/2019	142.50	51-76-2000
1952	OAWU	27055	Certification	07/24/2019	142.50	52-76-2000
Total 1952:					285.00	
<b>2201</b>						
2201	Occidental Chemical Corporation	1203754418	PW Misc. Expense	06/30/2019	13,506.00	51-65-4000
2201	Occidental Chemical Corporation	1203754418	PW Misc. Expense	06/30/2019	13,506.00	52-65-4000
Total 2201:					27,012.00	
<b>2066</b>						
2066	OGFOA	JULY 2019	Member Dues	07/02/2019	110.00	10-63-2100
Total 2066:					110.00	
<b>3427</b>						
3427	OHA Cashier	115-2019	Plan Review Fee	07/24/2019	4,125.00	51-78-8015
Total 3427:					4,125.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>1245</b>						
1245	One Call Concepts, Inc.	9060384	Locates	06/30/2019	13.65	51-65-4600
1245	One Call Concepts, Inc.	9060384	Locates	06/30/2019	13.65	52-65-4600
Total 1245:					27.30	
<b>1582</b>						
1582	Oregon Cascades West COG	FY 19-20	Membership Dues	07/02/2019	4,365.05	10-66-2000
Total 1582:					4,365.05	
<b>1033</b>						
1033	Oregon Department of Revenue	JUNE 2019	Court Revenue Payout	06/30/2019	307.94	10-42-2200
Total 1033:					307.94	
<b>1862</b>						
1862	Oregon DMV	18070045	Record Inquiry	06/30/2019	1.85	10-42-2800
Total 1862:					1.85	
<b>3096</b>						
3096	Pacific Office Automation	121617	Copier Contract	06/30/2019	335.10	10-60-2100
3096	Pacific Office Automation	121617	Copier Contract	06/30/2019	335.11	51-74-2000
3096	Pacific Office Automation	121617	Copier Contract	06/30/2019	335.11	52-74-2000
Total 3096:					1,005.32	
<b>1079</b>						
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	39.64	10-69-2500
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	45.67	10-69-2500
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	68.26	52-65-2600
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	23.29	52-65-2600
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	59.04	10-69-2500
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	35.17	11-44-2000
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	1,363.11	52-65-2600
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	302.97	51-65-2600
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	315.58	10-69-2500
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	21.51	10-69-2500
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	261.50	10-69-2500
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	60.95	52-65-2600
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	77.84	52-65-2600
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	47.99	52-65-2600
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	727.18	52-65-2600
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	31.47	10-72-6700
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	20.03	25-65-2500
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	27.11	25-65-2500
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	169.50	25-65-2500
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	140.01	10-69-3000
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	88.50	10-69-3000
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	43.72	10-69-3000
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	613.14	10-69-3000
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	77.68	10-69-3000
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	1,178.37	10-69-3000
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	64.12	10-69-3000
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	98.25	10-69-3000
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	254.70	10-69-3000

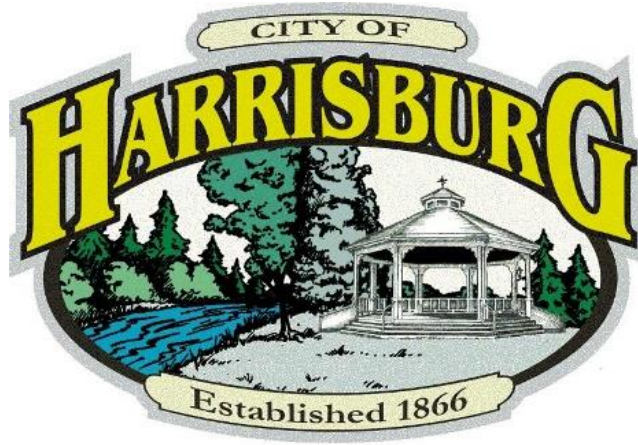
Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	26.48	10-69-3000
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	168.08	10-69-3000
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	4,697.77	51-65-2600
1079	Pacific Power & Light Company	JUNE 2019	UTILITIES	06/30/2019	40.91	52-65-2600
Total 1079:					11,189.54	
<b>2034</b>						
2034	Pollard Water	WP004274	Misc P/W Exp	06/30/2019	306.19	51-65-4600
Total 2034:					306.19	
<b>1897</b>						
1897	Publications Section	L19071609142	Documentation	07/24/2019	90.00	10-53-2200
Total 1897:					90.00	
<b>3777</b>						
3777	Rodda Paint Company	25018252	Paint	06/30/2019	1,007.31	11-43-3000
Total 3777:					1,007.31	
<b>3767</b>						
3767	Rose Paper Products, Inc	265485	Misc P/W Exp	06/30/2019	410.10	51-65-4600
3767	Rose Paper Products, Inc	265485	Misc P/W Exp	06/30/2019	410.10	52-65-4600
3767	Rose Paper Products, Inc	265485-1	Misc P/W Exp	07/09/2019	118.60	10-72-6700
Total 3767:					938.80	
<b>2927</b>						
2927	Staples Business Advantage	3417369516	Office Supplies	06/30/2019	44.80	10-60-2300
2927	Staples Business Advantage	3417369516	Office Supplies	06/30/2019	44.80	51-74-2400
2927	Staples Business Advantage	3417369516	Office Supplies	06/30/2019	44.80	52-74-2400
2927	Staples Business Advantage	3417742186	Office Supplies	06/30/2019	3,360.36	23-75-7100
Total 2927:					3,494.76	
<b>1144</b>						
1144	Suzan Jackson	182	Janitor Services	07/31/2019	599.17	10-72-4100
1144	Suzan Jackson	182	Janitor Services	07/31/2019	375.83	10-72-4100
Total 1144:					975.00	
<b>3243</b>						
3243	Synergy Security Solutions	8177	City Hall Monitoring	07/02/2019	444.00	10-72-4000
3243	Synergy Security Solutions	8178	Water Plant Security Monitoring	07/02/2019	444.00	51-65-3000
3243	Synergy Security Solutions	8179	Sewer Plant Security Monitoring	07/02/2019	444.00	52-65-3000
Total 3243:					1,332.00	
<b>2708</b>						
2708	TTC Communications, Inc.	10172	Misc P/W Exp	07/22/2019	6,135.50	23-75-7100
Total 2708:					6,135.50	
<b>3866</b>						
3866	Umpqua Valley Financial, LLC	10469	Audit Services	07/24/2019	2,500.00	11-42-2000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3866	Umpqua Valley Financial, LLC	10469	Audit Services	07/24/2019	500.00	10-41-2000
Total 3866:					3,000.00	
<b>3826</b>						
3826	Valley Argonomics LLC	74010088	Misc P/W Exp	06/30/2019	30.00-	25-65-2000
3826	Valley Argonomics LLC	74010153	Misc P/W Exp	06/30/2019	1,005.10	25-65-2000
3826	Valley Argonomics LLC	74010163	Misc P/W Exp	06/30/2019	359.40	25-65-2000
3826	Valley Argonomics LLC	74010412	Misc P/W Exp	06/30/2019	430.44	25-65-2000
Total 3826:					1,764.94	
<b>3663</b>						
3663	Water & Sewer Account Refunds	#11679.06 B	Utility Billing Overpayment	07/09/2019	44.84	01-1075
3663	Water & Sewer Account Refunds	#11754.08	W/S Deposit Refund	07/09/2019	10.82	51-2120
3663	Water & Sewer Account Refunds	#11754.08	W/S Deposit Refund	07/09/2019	10.82	52-2120
3663	Water & Sewer Account Refunds	#2009.04 B	Utility Billing Overpayment	07/09/2019	9.59	01-1075
3663	Water & Sewer Account Refunds	#255.07	W/S Deposit Refund	07/09/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#255.07	W/S Deposit Refund	07/09/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#398.04	W/S Deposit Refund	07/09/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#398.04	W/S Deposit Refund	07/09/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#47.08	W/S Deposit Refund	07/09/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#556.13	W/S Deposit Refund	07/09/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#556.13	W/S Deposit Refund	07/09/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#560.03	W/S Deposit Refund	06/30/2019	20.21	51-2120
3663	Water & Sewer Account Refunds	#560.03	W/S Deposit Refund	06/30/2019	20.22	52-2120
3663	Water & Sewer Account Refunds	#573.02	W/S Deposit Refund	07/09/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#573.02	W/S Deposit Refund	07/09/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#933.03	W/S Deposit Refund	07/09/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#933.03	W/S Deposit Refund	07/09/2019	50.00	52-2120
Total 3663:					666.50	
<b>1239</b>						
1239	WECO	CP-00075464	PW Gas Exp	06/30/2019	630.48	11-45-2000
1239	WECO	CP-00075464	PW Gas Exp	06/30/2019	735.56	51-73-2000
1239	WECO	CP-00075464	PW Gas Exp	06/30/2019	735.55	52-73-2000
Total 1239:					2,101.59	
<b>3581</b>						
3581	Willamette Valley Concert Band	JULY 2019	Summer Concert	07/09/2019	500.00	23-70-6850
Total 3581:					500.00	
Grand Totals:					552,531.30	

# 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



## Harrisburg City Council Meeting Minutes June 25, 2019

The City Council met on this date at the Harrisburg Senior Center, located at 354 Smith St. at the hour of 6:30pm. Presiding was Mayor Robert Duncan. Also present were as follows:

- Mike Caughey
- Kimberly Downey
- Robert Boese
- Adam Keaton
- Youth Advisor Spencer Tucker
- City Administrator Brian Latta
- City Recorder/Asst. City Administrator Michele Eldridge
- Public Works Director Chuck Scholz
- Finance Officer Tim Gaines

Absent were Councilors Randy Klemm, and Charlotte Thomas.

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

### **THE MATTER OF APPROVING RESOLUTION NO. 1212, "A RESOLUTION OF THE CITY OF HARRISBURG, OREGON AUTHORIZING THE SALE OF GENERAL OBLIGATION BONDS."**

**STAFF REPORT:** Finance Officer Tim Gaines explained that these are the bonds that will pay for the water project. The schedule has been made, and we should have money in the bank by August 21<sup>st</sup>.

- Caughey asked when the bonds would be on sale.
- Gaines told him August 1<sup>st</sup>; and reminded Council that this year, citizens will see the bond included on their property taxes.
- Downey asked if the water project information was online yet?
- Latta told her that we hope to have it up around the 1<sup>st</sup> week of July. We have to meet with the City Engineer to get a timeline.
- Boese asked when the money goes in the bank, where does it go to?

- Gaines told him it all goes into the LGIP (Local Government Investment Pool), which is an interest-bearing account. We will transfer the funds into the city's regular accounts when we need it. He added that all the rates are good, and everything has gone well with DA Davidson, and Bond Counsel.
- Caughey asked if we are charged fees when we transfer money, and was told by Gaines that it's something like five cents per transfer. It's another good reason to bank with the LGIP.
- Caughey then **motioned to APPROVE RESOLUTION NO. 1212, "A RESOLUTION OF THE CITY OF HARRISBURG, OREGON AUTHORIZING THE SALE OF GENERAL OBLIGATION BONDS."** He was **seconded** by Downey, and the **City Council voted unanimously to approve Resolution No. 1212, and thereby the sale of the GO bonds.**

## **THE MATTER OF APPROVING STATE REVENUE SHARING RESOLUTIONS**

**A Public Hearing was opened at the hour of 6:38pm to allow citizens to have the opportunity to comment on the use of state revenue sharing funds. There was nobody who wanted to comment; therefore, the public hearing was closed at 6:39pm.**

- Downey **motioned to approve Resolution No. 1213, "A RESOLUTION CERTIFYING THE CITY OF HARRISBURG IS ELIGIBLE TO RECEIVE STATE REVENUE SHARING MONEY IN FY 2019-20".** She was **seconded** by Keaton, and the **City Council voted unanimously to approve Resolution No. 1213.**
- Downey then **motioned to approve Resolution No. 1214, "A RESOLUTION DECLARING THE CITY OF HARRISBURG'S ELECTION TO RECEIVE STATE REVENUES IN FY 2019-20".** She was **seconded** by Keaton, and the **City Council voted unanimously to approve Resolution No. 1214.**

## **THE MATTER OF APPROVING THE CITY BUDGET FOR FISCAL YEAR 2019-20; BY APPROVING RESOLUTIONS TO INCREASE WATER RATES (RESOLUTION NO. 1215), SEWER RATES (RESOLUTION NO. 1216), AND TO APPROVE BUDGET APPROPRIATIONS FOR 2019-2020 (RESOLUTION NO. 1217).**

**STAFF REPORT:** Gaines explained the changes that were made between the proposed and approved budget, including an explanation of the changes that were approved at the previous Budget Committee meeting.

- Latta reminded Council that we weren't applying for the TGM Grant this year, due to the changes that both ODOT and DLCD gave us feedback on. We didn't have time to incorporate all the changes that they recommended we follow. We will work on that this year, and will apply for it next year.

Mayor Duncan asked when Smith St. would be worked on, and was told that because of Pacific Power and ODOT and the changes that they wanted that we'll give them to next June next year to get it approved.

- Boese had missed the Budget Committee meeting, and therefore didn't get to remark on the rate changes. He was concerned about doing something similar to what we were objecting about in relation to the LCSO (Linn County Sheriff's Office) contract, where they were asking for 5% increases every year, but weren't accounting for how the 5% figure was obtained. After passing 3 bonds in town, he didn't feel it was fair to our citizens to charge them for any increases to the rates. He will vote no on that motion when we get to it, because of that reason.



- Mayor Duncan thanked him for doing that, because he knows people on a fixed income have a hard time adjusting to rate changes like this. With the Sheriff's department, we aren't getting what we asked for; that's the biggest issue for us. He appreciated the input from Boese.
- Boese told him that he see's the same people who fill up their water jugs every week. Everyone pays for bottled water, and in a way, they are paying extra anyway. We are increasing the rate, without providing anything better.
- Downey said that what we do is different from LCSO. Those funds operate on their own revenue. All the money that we raise get's spent, and the money is being depleted. Between PERS increases, and the cost of chemicals, it accounts for why we have to have a small increase.
- Gaines noted that it's based on the cost of living for the water rate, with 2% there, and 4% on sewer rates, due to increased costs of projects.
- Latta added that we have cost of living increases, plus the PERS increases, and the other large amount in water is for chemicals. He noted that the small increase (in this case, 2%) is considered a best practice in the industry, so that a city doesn't fall behind, and then have to enact a large increase, like 14%. He noted that while they may not drink the water, citizens do use it for other purposes, like showers and baths, washing clothes and dishes, as well as irrigating gardens. We have a lot of work being done on the water infrastructure, which will help provide citizens with a much better product.
- Downey felt that personally, it was easier for her to deal with small increases on her limited budget. She feels that she represents the working poor; and that she'd rather deal with the small increases, instead of larger ones.

City Council then had a general discussion about why the rate was increasing. They understood the point that Boese was trying to make, but we have to stay competitive with wages for similar sized cities, and have no control over the PERS situation. Boese questioned that as a consumer, that you would really want a 2% raise every year, rather than skipping 3 years, and then getting a 5% increase? Keaton thought that consistency was key, and was better than increasing in larger amounts. Downey said it was easier for her budget to work with that, as she only needed to make small adjustments. Boese felt the opposite was true, in relation to his needs. If someone isn't getting a 2% cost of living increase on their wages, and the rates systematically increase by that every year, it just makes the gap larger. And our citizens are still getting the same product. He will be a lot happier once the water gets better.

- Keaton then **motioned to ADOPT THE APPROVED FY 2019-2020 CITY BUDGET AND TO APPROVE THE FOLLOWING RESOLUTIONS;**
  - **Resolution No. 1215, "A RESOLUTION ESTABLISHING WATER RATES FOR USERS OF THE HARRISBURG MUNICIPAL WATER SYSTEM, REPEALING RESOLUTION NO. 1193, AMENDING RESOLUTION NO. 578, SECTION 5, AND ESTABLISHING AN EFFECTIVE DATE," and;**
  - **Resolution No. 1216 "A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF HARRISBURG ESTABLISHING A SEWER USER FEE, REPEALING RESOLUTION NO. 1194, AMENDING RESOLUTION NO. 579, AND ESTABLISHING AN EFFECTIVE DATE," and;**
  - **Resolution No. 1217 "A RESOLUTION MAKING APPROPRIATIONS FOR THE CITY OF HARRISBURG, OREGON, FOR THE FISCAL YEAR 2019-2020."**
- **He was seconded** by Downey.
- Caughey said that on the agenda bill, it was noted what the percentages of increase were. Were they all 2%?
- Latta told him it was an increase of 2% on water, 4% on sewer, and no increases on storm. That's why there is not a storm water resolution.
- **The City Council then voted with 3 members (Caughey, Downey, and Keaton) in favor of approving the fiscal year 2019-2020 budget, with a 2% increase on water**

rates, and a 4% increase on sewer rates, with one vote in opposition, made by Boese. The actions of approving the fiscal year 2019-2020 Budget, along with the recommended increases on utility rates, was therefore passed on a vote of 3 to 1.

#### **THE MATTER OF APPROVING RESOLUTION NO. 1218, "A RESOLUTION APPROVING A JOB DESCRIPTION FOR THE CITY ADMINISTRATOR."**

**STAFF REPORT:** Latta summarized the information in the agenda bill, leading to why only his job description was being approved by the City Council, while he would be approving the other changes himself.

- Boese asked if anyone had seen the job descriptions other than himself?
- Latta told him yes; he gave them to Michele, who did the HR updates on the job descriptions. He also reviewed all of them with the employees, who had a chance to make changes. Finally, Michele will follow these up with a risk management physical assessment.
- Keaton then **motioned to approve Resolution No. 1218, "A RESOLUTION APPROVING A JOB DESCRIPTION FOR THE CITY ADMINISTRATOR."** He was seconded by Boese. The City Council then voted unanimously to approve the job description for the City Administrator.

#### **THE MATTER OF A FOLLOW-UP DISCUSSION REGARDING THE LINN COUNTY SHERIFF OFFICE (LCSO) CONTRACT**

**STAFF REPORT:** Latta reviewed the information he had provided in the agenda bill, and noted that LCSO was willing to let the current contract continue at the 3.85% increase until their collective bargaining was complete. The outline covered all the steps the City and city staff had taken in reference to working with LCSO. He had reviewed the audio tape of the meeting before writing this agenda bill, and had identified both the concerns raised by the Sheriff, as well as that of Council. He is not looking for decisions tonight, but rather getting direction from Council in preparation for the meeting on August 27<sup>th</sup>.

The City Council expressed their concern over the meeting that was held. They felt that the sheriff was not acting in a professional matter, and that the impression was that he was being intimidating in how he was dealing with the City Council. Mayor Duncan asked if he understood that we weren't taking anything away from them, but were looking to supplement the services that they provide. Downey said that she actually said that during the meeting. Latta brought their attention to an email that he had sent; that was fairly clear on what the city was trying to do. He specifically asked the Sheriff if he had any concerns. Downey pointed out that he obviously did. He told us he had lost sleep on that, and she wasn't sure why he was that upset. She liked that Latta was going to contact Monroe. Latta said that Monroe had renewed their contract, and he wanted to talk to staff about that. Scholz added to the conversation, and said that he had been at several meetings in Monroe. Benton County had gotten fairly upset with the City Council there, and had left the meeting, upset that they were reducing their contract to obtain ten hours of patrol time from Junction City. At the following meeting, they adopted that contract, were being provided the same hours as the county, and were paying less. They put out notices in their bills, and on city information; that Junction City was only there to do traffic; not crime, and there were no specific patrols. There was a negative campaign started on Facebook, but they didn't do any research, and hadn't come to any meetings. They really attacked what was going on.

Latta felt that we do a good job in communications. He had talked with a sales person lately, who wanted to talk to him about reaching the citizens and communication services. After hearing what the city utilizes when communicating with our citizens, he actually said that we do better than most big cities. He was impressed with what we do. That's key, if we should decide to add services with another city. Boese asked if Monroe redid their contract, or did they get a supplemental contract? Scholz told him that Benton County still responds to every call, but they

don't do traffic patrols, unless they are in the area. Donna Duncan asked that when the sheriff said that he was going to pull out of the contract, he just meant traffic right? They can't just not show up here, because we don't have a choice with the tax money we provide. They are already paid to come here and serve us, and even receive an additional 20% from our tax payers. Didn't they say that we haven't had traffic court? They sent it to an outside court when it was supposed to be in Harrisburg. Downey said that they sent it to Lebanon one time.

Mayor Duncan noted that there was a DUI (Driving under the Influence), which should have come here, and instead, was processed in Linn County, who received the fines. If it's an injury DUI, then it does go to them, but if it's a routine DUI, then it should come here. At one point, it was a great idea to go with Linn County for our services. He remembered when a chief of police told him that we got a sweetheart deal, and that running a police force costs an incredible amount of money. Harvey Nokes, a terrific city councilor from some time ago, had said that we need to find and pay for another deputy to reside here in town. When we've had some very serious events occur in Harrisburg, as he looks back at them, it's been Junction City, Coburg, and the State Police who have showed up before LCSO. It really bothers him that we can ask them to do things a certain way, but that they don't follow our instructions unless it suits them. Does it bother the others? Boese admitted that it does; the others concurred. Mayor Duncan felt that we needed to get ahead of the curve on this issue. He felt that we would have no problems going with Coburg to provide supplemental services. Downey added, or Junction City. Mayor Duncan thought that Latta's recommendation was to go with Coburg, but both Downey and Boese said that it hadn't been voted on yet.

Latta talked about finding out what kind of capacities Coburg and Junction City have. Chief Morris in Junction City, said that they can provide more services than traffic, if desired. He hadn't asked Coburg that question yet, but will. Newburg and Dundee both share a police force, and we can pursue something like that. We would likely be able to get the services we desire, and even if it's just one officer, that's 160 hours spent in Harrisburg, dedicated to Harrisburg. Having an officer here on that kind of basis is important, because they know which homes are good, and which are bad. Downey liked having resident deputies, like we used to. She likes that both Deputy Hauke and Deputy Spangler live here in town, although they aren't assigned here. Latta said that we don't know how to quantify patrol hours, when we don't know exactly what they provide. If we separate from their services, then we lose their presence here in the substation. But then maybe, if we had another contract with another agency, that perhaps we would gain more hours in the substation from them, then what we currently have.

Mayor Duncan felt that we should perhaps not jump in with both feet. We could look at supplemental coverage first. He asked Latta how many hours would we like, and Latta told him 20 hours. Latta said that we do need to know what everything costs, especially if it burns bridges. He can check into what an officer costs, what their capacity is, and what it would look like if we went another agency. Donna Duncan asked him how much money we were spending on our current contract? Latta told her it was \$258,550. She noted that's our additional cost, on top of the tax money already paid by our citizens. Latta said yes, that's in addition to the levy. This year, he had suggested dropping some hours from the traffic enforcement part of the contract. With the 3.85% increase, and a drop in hours, we could afford the contracted services. Mayor Duncan added especially if the supplemental services are under \$10,000. Donna Duncan asked if we could spend a lot less money, to contact our neighboring police forces, and would it cost less than what we are paying the county now? Could we get 1 or perhaps 1.5 people for \$250,000? Latta told her that's what he needs direction from Council on. Do you want us to pursue that line of thinking?

Latta further noted that it's been somewhat frustrating to work with the LCSO on the traffic court issues. We asked that starting on Jan 1, that all traffic citations get cited to our court. Half a dozen went to other locations. Then they fixed that, except for DUI's. now we are working on that. If it's traffic related, it should come here. If it involved injury, it should go to theirs. If it's traffic

related, then he believes that they've responded; but you do have to give them the message at least three times. Downey said that when we had resident deputies it really helped with that kind of an issue; it allowed less confusion. Latta agreed, and said it's really a cultural problem. He would like for their management team to have better communications training, as he feels that he relays information, but it doesn't go upwards, and likewise, some doesn't get to the deputies. Downey said that years ago, some of the deputies told her that they had heard that we weren't happy with them. She told them no, that wasn't true. That's how it was communicated to them. They felt really discouraged. Latta said that we try really hard to be super friendly with them, and praise them when they do things right. Lori does a great job with that. He knows that it often times feels like a thankless job, and we don't want them to feel like that.

Latta reiterated that he still doesn't know if you want him to talk to the Junction City and Coburg about services. Downey said that we still don't know if the sheriff is ok with us getting supplemental services, and we probably should. She is curious though, to find out how much it would cost to have someone here on a full time basis. They discussed the issue in relation to questions still unanswered by LCSO, such as how they would respond to emergency situations in Harrisburg, if there wasn't a contract. Latta said that he will reach out to his contacts for the law enforcement RFP's, and will ask them about additional services. He will also contact LCSO about initiating major investigations in non-contract cities. He added that Tangent would be a good example of what happens there, as they don't have a contract. He told the City Council that they should contact him by email by Monday of the following week, because he will be out of the office the rest of the week.

Downey asked Latta if he had the information on the court stuff as of yet. He said that he would bring that information to the meeting on the 22<sup>nd</sup> of July. Caughey then asked what we are paying LCSO starting July 1<sup>st</sup>. Latta told him it would be the current contract rate with a 3.85% increase. As agreed between LCSO and the City, we will continue to honor the terms of this contract until we sign another one with them. Mayor Duncan asked about possibly changing the amount of hours that we are requesting from the supplemental traffic hour requests we have, but Downey didn't want to hash out any numbers until we spoke with the Sheriff. She couldn't remember if it was 20 or 25 hours we were requesting. Latta told her it was 20. That was based on 50 hours provided by LCSO, for a total of 70 hours of traffic enforcement. He could ask the other agencies, as information gathering, how much it would cost if we could get 70 hours of traffic enforcement. Downey said that's what we would want in a perfect world. Latta told her yes, 70 hours a month is what we wanted. At \$41.66 an hour, we could work out what the savings would be. Caughey added that it's still almost \$30 cheaper. Latta said he will get the information, and will cover that at the meeting in July, and then we can schedule it in the month of August, with the meeting with the Sheriff at the 2<sup>nd</sup> meeting of the month.

## **SUPPLEMENTAL:**

### The matter of Approving a Resolution Authorizing the Transfer of Funds from Contingency to Personnel Services in the Library Fund

**STAFF REPORT:** Gaines noted that due to a PERS retirement that was not planned in the previous year budget that we needed to transfer funds to cover the vacation time and comp time payouts for the employee. This is a simple transfer from contingency to personnel services in the Library Fund.

- Downey **motioned to Approve Resolution No. 1219, "A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM CONTINGENCY TO PERSONNEL SERVICES IN THE LIBRARY FUND."** She was **seconded by Keaton.**

- Latta added that our Librarian will continue to be employed by the City, but will be working part-time, as a change to her classification level.
- **The City Council voted unanimously to approve Resolution No. 1219, and therefore authorizing the transfer of funds from contingency to personnel services in the Library Fund.**

**OTHER ITEMS:** The City Council spoke briefly about the LOC Conference in September. Several Councilors were interested in attending. Latta reminded them that we do budget for training for the City Council. Gaines added that it was \$1,500. Caughey noted that there is an agenda on the website, and reservations can be made starting on July 1<sup>st</sup>. There are scholarships available, but City Council would need to look into the details on how to apply for those.

**With the HRA Board Meeting still pending, the Council Meeting was adjourned at the hour of 8:08PM.**

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Mayor

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City Recorder



## *Harrisburg Library Board Minutes*

### *July 11, 2019*

The Harrisburg Library Board met on this date at City Hall, located at 120 Smith St., at the hour of 6:30pm. Presiding was Chairperson Cassandra Barney. Also present were as follows:

- Violet Stone
- James Blake
- Librarian Cheryl Spangler (Left at 7:00pm)
- Librarian Amanda Pelkey (Arrived 6:43pm-left at 7:30pm)
- Library Supervisor, Lori Ross

Absent were Board members Heather Long, and Jayne Detering.

#### **THE MATTER OF APPROVING THE PREVIOUS MEETING MINUTES.**

- Blake motioned to approve the minutes, and was seconded by Stone. The Library Board then voted unanimously to approve the Minutes from June 13, 2019.

#### **NEW BUSINESS:**

#### **THE MATTER OF FILLING A VACANCY ON THE LIBRARY BOARD.**

- Blake motioned to recommend the Mayor of Harrisburg appoint Jayne Detering to the Library Board with a term ending June 30, 2023. He was seconded by Barney, and the Library Board voted unanimously to request that Mayor Duncan appoint Jayne Detering to a term ending June 30, 2023.

#### **OLD BUSINESS:**

#### **THE MATTER OF DISCUSSING AN AMNESTY PROGRAM FOR LATE FINES AND LOST BOOKS.**

After Discussion, Barney motioned to recommend the City Council approve an amnesty program for late and lost books, with the following amendments:

- Phase 1 will start on August 1<sup>st</sup>.
- Phase 2 will start on opening day of the new Library, and will continue until October.
- Phase 3 will start November 1<sup>st</sup> through December, to include both the Thanksgiving and Christmas Holidays.
  - There will be a \$1 credit given for each donation of a non-perishable item.
  - There will be a \$5 replacement fee charged for lost paperbacks or materials.
  - There will be a \$10 fee for the replacement of hardcover books.
  - All Non-Perishable items will be given to God's Storehouse.

- Blake **seconded the motion, and the Library Board voted unanimously to recommend to the City Council that they approve the Amnesty Program for late and lost books as amended to include the dates, and stipulations for fees.**

### **THE MATTER OF DISCUSSING LIBRARY PROGRAMS.**

Chairperson Barney handed out a Prioritized Library Program List. (Please see Addendum No.

1) Existing programs would continue to be priorities, and will resume operations once the Library re-opens.

Medium priority programs are mostly organized and assigned, but only need start dates and concrete volunteers. Those are the Adult Book Club, Yarn Club, Ancestry Night, and Scary Stories at the Library.

Adult Book Club: The board discussed possibly changing the name of the Adult Book Club, and asked how it would be advertised. It's held in the Village Salon. Staff questioned how it will affect Cheryl's work schedule.

Yarn Club: Mandy will work on this program, on the 1<sup>st</sup> and 3<sup>rd</sup> Saturdays of each month. This program will likely start in October.

Ancestry Night: Questions raised were if they wanted a sign-up sheet for the program, and whether people would want to watch someone doing a search, or if people would want privacy instead.

Lowest priority programs have the potential of being the most fun, but would also need the most work, in terms of supplies, planning, and volunteer needs.

Youth Spanish Story Time & ASL Club: Stone would like to be in charge of putting together this program, and would also like to be in charge of the ASL Club.

Fitness Friday: Blake offered to be in charge of the Fitness Friday program.

Lattes at the Library: The board and staff weren't sure what the policy would be in relation to coffee drinks in the Library, with the newly remodeled space. They also asked whether we would charge for the lattes, and if so, at what price.

Other ideas expressed by the board were a family yoga afternoon, karate, plus a mom and baby class. Ross reminded the board that volunteers could be alone in the council auditorium and jury room. She noted that all programs need to be organized, plus materials would need to be purchased, and the board would need to get volunteers to help with the programs. Ross will email board members and librarians the link to the City's volunteer application.

### **THE MATTER OF REVIEWING LIBRARY POLICY.**

The following questions and comments were asked and reviewed by the Library Board in relation to Library Policy.

Responsibilities and Authorities of the Library Board/By-Laws: The board wanted to know the specific 3 differences that are in the By-laws in comparison to the ordinance, before they recommend the repeal of the by-laws to the City Council.

Materials Selection/Collection Development Policy: How does the board clarify the continued existence of the consortium agreement? Can they ask Jeremy in Albany?

Circulation Policy/ Fines and Charges: The board doesn't want HMC (Harrisburg Municipal Code) 2.20.110 to stipulate that the penalty of not being allowed to check out library materials actually applies to ALL members of the household. They felt it should only apply to that one person.

Materials Selection/Collection Development Policy/Interlibrary Loans: It was noted that the last agreement was approved in 2017. Is there a more current agreement out there? Who does the Library Board ask in the consortium that might know this answer?

Circulation Policy/Registration: Stone preferred the wording to be something along the lines of 'patrons outside of city limits will need to *pay for their cards at the time of expiration*', to instead say that they should *pay to renew the cards after expiration*.

Circulation Policy/Loan Periods: The Library Board will need to verify the Evergreen policies in relation to their loan periods.

Circulation Policy/Damaged and lost materials: The Library Board agreed that the patron should keep the damaged book or materials once they pay for the replacement.

Public Relations and Complaints Policy: The Library Board wanted to know how they would be notified of complaints.

No motion was made in relation to the Library Policy. Staff would research and bring back answers at the next meeting.

**With no further business to discuss, the board adjourned at the hour of 7:49pm.**

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Chairperson

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City Recorder