



Harrisburg City Council Agenda
January 14, 2025
6:30 PM

Mayor: Robert Duncan
Council President: Mike Caughey
Councilors: Kimberly Downey, Randy Klemm, Charlotte Thomas, Cindy Knox
Vacancy and Youth Advisor Nolan Malpass
Meeting Location: Harrisburg Municipal Center Located at 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 Lori Ross, at 541-995-6655*
8. *Masks are not required currently. The City asks that anyone running a fever, having an active cough or other respiratory issues, not to attend this meeting.*
9. *If you wish to testify, and are unable to attend due to health concerns, please contact the City Recorder to be placed on a Conference Call list during the meeting.*

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan

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

NEW BUSINESS

1. THE MATTER OF ADMINISTERING OATHS OF OFFICE AND APPOINTING A COUNCIL PRESIDENT

STAFF REPORT:

Exhibits: None

ACTION: AFTER OATHS OF OFFICE ARE ADMINISTERED, COUNCIL MEMBERS WILL FILL OUT A BALLOT WITH THEIR CHOICE OF CANDIDATE FOR COUNCIL PRESIDENT

2. THE MATTER OF THE MAYOR APPOINTING A CITY COUNCIL MEMBER TO THE PERSONNEL COMMITTEE

STAFF REPORT:

Exhibits: None

ACTION: I, MAYOR ROBERT DUNCAN, APPOINT _____ TO SERVE ON THE PERSONNEL COMMITTEE EFFECTIVE JANUARY 14, 2025

3. THE MATTER OF REVIEWING THE 1ST DRAFT OF THE 2025-2030 STRATEGIC PLAN

STAFF REPORT:

Exhibit A: Redlined Strategic Plan

ACTION: DISCUSSION ONLY

4. THE MATTER OF APPROVING A TASK ORDER FROM PSU, BASED ON THE EXISTING IGA WITH LOC, FOR THE WAGE COMPENSATION AND BENEFIT ANALYSIS PROJECT

STAFF REPORT:

Exhibit A: Copy of the LOC IGA

Exhibit B: Task Order with PSU (Emailed prior to the meeting)

ACTION: MOTION TO APPROVE USING THE LOC/PSU IGA, AND THE TASK ORDER WITH PORTLAND STATE UNIVERSITY FOR A WAGE COMPENSATION AND BENEFIT ANALYSIS FOR FY 2025-2026

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.

5. THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: City Council Minutes for November 12, 2024

Exhibit B: Payment Approval Report for December 2024

Exhibit C: Library Board Appointment for Madison Stepherson

Exhibit D: Municipal Court Collections Report December 2024

Exhibit E: Municipal Court Citation Report December 2024

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

- **Minutes from the November 12, 2024 City Council Meeting**
- **The Payment Approval Report for December 2024**
- **Appointment of Madison Stepherson to the Library Board for a term ending June 30, 2028**

VERBAL REPORT: Discussions below should be limited to five minutes of conversation per topic. Topics of interest that require more than five minutes of conversation should be moved to a future meeting where possible.

- Oregon Health Authority Update
- OCCU ITM Kiosk
- City Day at the Capital
- SMAC
- Eagle Park Wetlands & Cultural Survey

OTHER ITEMS

ADJOURN

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF ADMINISTERING OATHS OF OFFICE AND APPOINTING A COUNCIL PRESIDENT

STAFF REPORT:

Exhibit A: None

ACTION: AFTER OATHS OF OFFICE ARE ADMINISTERED, COUNCIL MEMBERS WILL FILL OUT A BALLOT WITH THEIR CHOICE OF CANDIDATE FOR COUNCIL PRESIDENT

THIS AGENDA BILL IS DESTINED FOR: Agenda – January 14, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
n/a	n/a	n/a

STAFF RECOMMENDATION:

Staff recommends the City Council cast their ballots to choose a Council President for the next two years.

BACKGROUND INFORMATION:

As per the City Charter, in section 20, the City Council must elect a Council President. Because the Charter specifies that this must be done by ballot, there is one available this evening. Oregon Public Meetings law doesn't allow 'secret' votes; therefore, members of the City Council must include their names on the ballot. Those will be saved as part of Council records, but the names won't be shared with anyone unless requested.

Section 20. President of the Council. At its first meeting after this charter takes effect and thereafter at its first meeting in each odd numbered year, the council by ballot shall elect a president from its membership. In the mayor's absence from a council meeting the president shall preside over it. Whenever the mayor is unable, on account of absence, illnesses, or other cause, to perform the functions of his office, the president of the Council shall act as mayor

Please fill out the ballot with your choice of Council President, and hand those to the Mayor for tallying.

REVIEW AND APPROVAL:

Lori Ross 01/08/2025

Lori Ross/ City Recorder Date

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF THE MAYOR APPOINTING A CITY COUNCIL MEMBER TO THE PERSONNEL COMMITTEE

STAFF REPORT:

Exhibit A: None

ACTION: I, MAYOR ROBERT DUNCAN, APPOINT _____ TO SERVE ON THE PERSONNEL COMMITTEE EFFECTIVE JANUARY 14, 2025

THIS AGENDA BILL IS DESTINED FOR: Agenda – January 14, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
n/a	n/a	n/a

STAFF RECOMMENDATION:

Staff recommends City Council discuss the vacancy on the Personnel Committee and for the Mayor to appoint a new member.

BACKGROUND INFORMATION:

Due to Council Member Robert Boese’s term ending December 31. 2024, there is a vacancy on the Personnel Committee where he also served for many years.

As per City Council Procedure Rules Section 25(2), the Personnel Committee shall consist of three members, all of whom shall be elected officials of the city. The purpose of the Personnel Committee shall be to make recommendations to the Council on personnel issues, including changes in personnel policy, wage and benefit issues, and staffing needs, but not matters of discipline or hiring. This committee shall exist indefinitely, and meet on an as-needed basis, as determined by the Chair of the committee.

As per the City Charter, in section 22, the Mayor shall appoint the committee members as provided for under the rules of the City Council.

REVIEW AND APPROVAL:

<i>Lori Ross</i>	01/08/2025
Lori Ross/ City Recorder	Date

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF REVIEWING THE 1ST DRAFT OF THE 2025-2030 STRATEGIC PLAN

STAFF REPORT:

Exhibit A: Redlined Strategic Plan

ACTION: DISCUSSION ONLY

THIS AGENDA BILL IS DESTINED FOR: Agenda – January 14, 2025

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

STAFF RECOMMENDATION:

Staff recommends Council review the suggested changes, and direct staff on whether additional changes are needed or warranted.

BACKGROUND INFORMATION:

The City Council is asked to review the Strategic Plan on an annual basis, in order to make sure that goals remain in-line with our values and citizens’ expectations of the City. Staff will review and discuss the changes that are suggested in **Exhibit A** at this time.

A possible suggestion in relation to great neighborhoods was discussed by the City Recorder/Court Administrator, and City Administrator. The City Administrator watched with interest as some other cities nearby held curb appeal contests, and other promotions that citizens were excited about. However, most of these have been ended, because other citizens claimed they were unfair to people who didn’t have the funds to update their property and landscaping, and that they had become a ‘popularity’ program. We mention this to give Council an opportunity to think about other programs that might work for our community. (We used to have an annual commercial business clean up program, that awarded kudos to the business with the most changes.) Perhaps a once-a-year clean-up day/program that could tie into the 4th of July promotion could be planned. Additional suggestions and ideas are welcome!

Council should review and determine if these objectives and actions are in-line with their expectations; they are also encouraged to suggest actions and objectives that they’d

like to suggest for the City. Please review and plan to update priorities for the next fiscal year at a future timeframe.

REVIEW AND APPROVAL:



02.21.24

Michele Eldridge Date
City Administrator

Harrisburg Strategic Plan

FY2024~~5~~ – FY20~~29~~30



Prepared by City Staff

~~April 2024~~

January 2025



City Administrator Message

Mayor and City Council,

I am pleased to present the City of Harrisburg's FY2024~~5~~ - 2029~~30~~ five-year Strategic Plan. This plan will serve as a guide to fulfill Harrisburg's mission and vision through ~~several a series of~~ goals, objectives, and actions. ~~We realize that starting out in 2024, that it's less likely that we will return to anything close to what was the normal in 2020, pre-pandemic period; therefore we adjust, and move onwards with expectations to the future.~~ We continue to hope that the State of Oregon will keep a balanced outlook that won't affect small cities as much as it has in previous years, but recognize that there are many challenges ahead. One of the tools that the City is now using more includes legislative advocacy, and our membership as one of the founding members of the Small Municipality Advocacy Coalition. We've also strengthened our ties to our State Representative, and our State Senator, as well as utilizing more of the State's resources, including the Regional Solutions Team.

There are four overarching themes in the plan, which bring focus to the mission and vision of the city and organize the long-term goals of the plan. The four themes of the plan are:

1. Great Neighborhoods
2. Public Safety
3. Economic Development
4. Efficient Governance

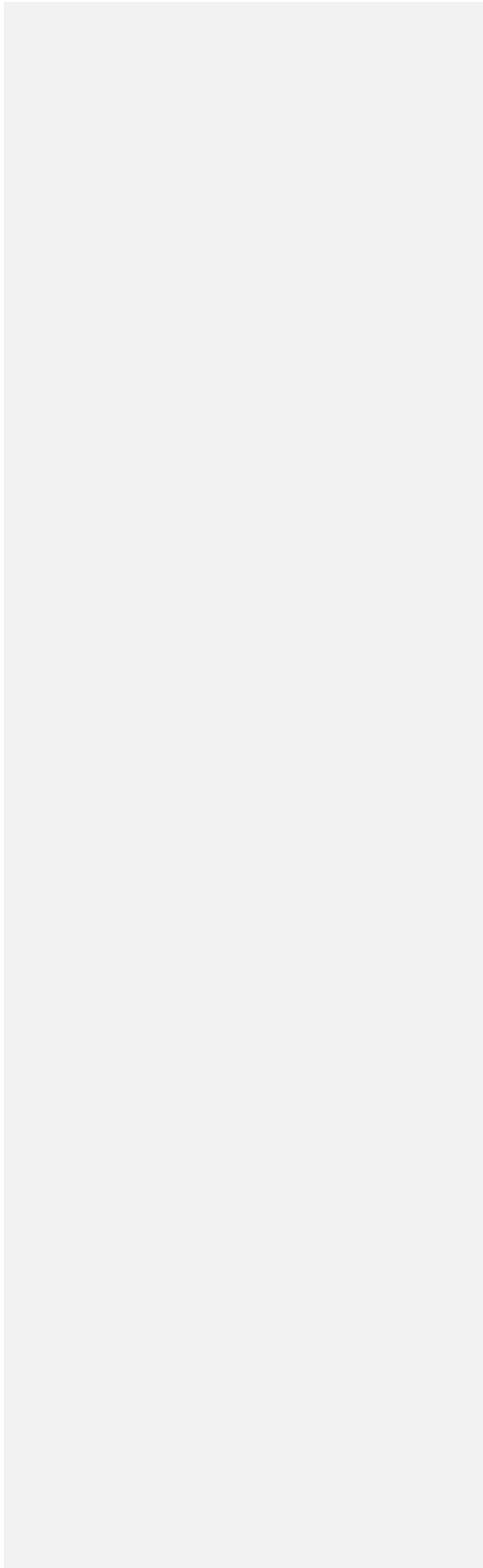
Within each theme are goals, objectives, and actions. Most of the goals are intended to last for many years and should only change with shifting community values or upon new city opportunities or needs. The objectives and actions, however, are dynamic and should be modified to ensure the goals, vision, and mission of the City are continually being met.

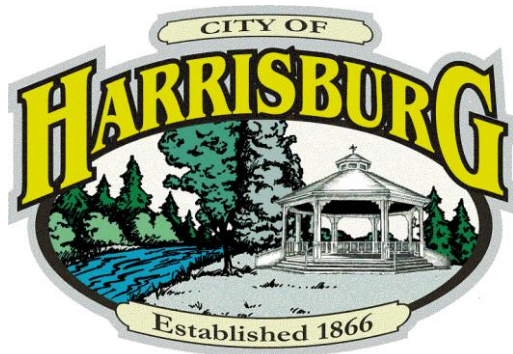
The Strategic Plan fulfills the desires of the Mayor and City Council to be proactive and to plan ahead. It is intended to enhance the quality of life for our citizens and patrons, as well as ensuring the city organization is run with efficiency and effectiveness.

A special thanks to the City's management team involved in the development of this plan. Staff's contributions and expertise are vital. A good Strategic Plan depends on staff, as well as elected officials in both its formation and execution. Ultimately, of course, this plan belongs to the City Council. Their contributions and input are fundamental. It is hoped that the City Council members will frequently review this plan and team together with staff and the public to achieve the vision and mission it embraces.

Michele Eldridge

City Administrator





OUR MISSION

Providing the highest quality public services for a better hometown Harrisburg.

OUR VISION

A vibrant and charming community that has a high quality of life, great neighborhoods, balanced economic growth, and quality public services.

OUR VALUES

The City of Harrisburg’s Strategic Plan is governed by three key elements: our mission, vision, and values. Our Mission Statement reflects the character of our community and is based on the principles of service and commitment. Our Vision Statement honors our history and looks to a promising future to which this Strategic Plan is directed. Our mission and vision are built on the foundation of the following core values, by which our elected officials, employees and volunteers are expected to follow.

Transparent, Open, and Honest Government – This value reflects our most important responsibility to our citizens and customers. Our competence is measured and, in fact, reinforced through active engagement of those we serve. We maintain an organizational reputation for openness, honesty, and integrity.

Public Service – We are public servants. We proactively find solutions to the community’s needs. We are accessible, responsive, respectful, consistent, and understanding. We provide assistance beyond our customers’ expectations.

Fiscal Responsibility – Proper use of public resources is a trust which we honor and protect. In our management of this trust, we must avoid even the appearance of impropriety. In our management of public funds, we constantly strive for the greatest possible efficiency and effectiveness.

Personal Honesty and Integrity – Each of us demonstrates the highest standards of personal integrity and honesty in our public activities to inspire confidence and trust in our government.

Excellence – Excellence is shown by being creative, professional, innovative, showing initiative, and being committed to our community. In this pursuit, we support continuing education and training for everyone in the organization.

Teamwork – We are a team that supports each other and the community, and we emphasize a high level of trust. We embrace a spirit of teamwork, empowerment, cooperation, collaboration, and community. We operate under the Together Everyone Accomplishes More (T.E.A.M.) concept.

Diverse and Humane Organization – We are an organization that has always honored diversity and protections of individual rights. Open communication, respect for others, compassion, and a sense of humor are essential tools in our organization. We value the cultural and social diversity that is reflected in our community, and we welcome the changes and new perspectives that this diversity brings to us.

Strategic Plan Themes

The Strategic Plan has four main themes that reflect our Mission and Vision Statements: Great Neighborhoods, Public Safety, Economic Development, and Efficient Governance. Specific goals, objectives, and actions related to these four themes will allow the city to achieve its mission and follow the vision of the community.

Each theme includes the City's primary goals under that theme for the foreseeable future. The goals should remain constant over time and only be revised to reflect significant community changes or unanticipated events. A list of measurable objectives with benchmarks helps us track progress towards the goals. Objectives are generally identified to cover the five-year strategic planning period from the date they are adopted. Action items are the steps needed to meet the objective. Many more strategies and action items will be developed throughout the organization to align the entire organization with the goals and objectives identified in this plan.

This Plan is intended as a work in progress. While the mission, vision, values, and goals should remain constant, the objectives and action items will need periodic review and adjustment. We will track progress through regular reporting on the measures, and they will be incorporated into organization and community publications. The annual Budget and Capital Improvement Program will serve as reporting and implementing policy documents, that bear close relationships with the Strategic Plan. Those include the Comprehensive Plan, Transportation System Plan (in progress), Water Master Plan, Parks Master Plan, and in the future, the Wastewater Master Plan, and Storm Drainage Plan, plus related planning documents that also support the Strategic Plan.

The Plan, although adopted near the beginning of the calendar year, depends on the Fiscal Year for its annual progress or implementation. For example, a plan objective identified to be accomplished in 2022 means Fiscal Year 2022-23. (July 1, 2022 – June 30, 2023) The timing of the adoption of the plan allows the City Council to have a mid-year check on how the prior year's plan objectives are progressing and assists City staff with preparing the budget to assist with the Council's priorities adopted in the Plan.

Council Priorities

The City Council previously identified its priority objectives and actions for Fiscal Year 2024-2025 from out of the strategic plan. The following table lists the priorities and updates as the date of this plan update.

Description
<p align="center">The City's Top Priority for 2024-2025</p> <p align="center">Design, Build, and Operate a Conventional Water Treatment Plant</p> <p align="center">(Objective No. 9)</p>
<p align="center">Create & Advocate for a Wide Range of Housing Opportunities while Preserving and Improving Existing Affordable Housing (Objective No. 3)</p>
<p align="center">Develop, Maintain and Improve Total City Park Land Inventory (Objective No. 4)</p>
<p align="center">Make Regular and Substantive Improvements to City streets (Objective No. 6)</p>
<p align="center">Bring Community Awareness to Crime Issues in our City and Work to Create Solutions to Reduce and Prevent Crime (Objective No. 8)</p>
<p align="center">Enhance Outreach to Existing Businesses; Work with Regional Partnerships to Promote Harrisburg Businesses and Economic Development (Objective No. 12)</p>

Commented [ME1]: This section is one of the last ones that we will change after reviewing each of the sections. The previous years priorities are highlighted.



2 M Gallon Water Tank

I. Great Neighborhoods

Goals:

- **Goal 1:** Develop and maintain diverse neighborhoods where citizens will take pride in where they live. Create affordable and/or low-income housing opportunities while preserving and improving existing affordable housing.
- **Goal 2:** Provide diverse recreational, cultural, and educational opportunities for our citizens and visitors.
- **Goal 3:** Provide a functional transportation system that supports all modes of transportation.

Great Neighborhood Objectives:

Goal 1: Develop and maintain diverse neighborhoods where citizens will take pride in where they live. Create affordable and/or low-income housing opportunities while preserving and improving existing affordable housing.

Objective 1: Review and update the Harrisburg Zoning and Subdivision Ordinances, as needed to assure the ordinances reflect changing community conditions, as well as provide greater flexibility in order to facilitate and promote a variety of development opportunities including a wide choice of types of housing, as well as commercial and industrial development



Arrow Leaf Park

Actions: Review and update the ordinance biennially starting in 2026.

Objective 2: Initiate water conservation measures and best-practices community education programs. This project will regain its importance ~~in the future as the Pandemic fades~~, but major Street and Water Projects will control the pace of outreach. [Public Works]

Actions: Present annually water conservation presentations to the public at various venues such as the Harrisburg Schools, Senior Center, Library, or HART Center. Inform the community on the importance of conservation methods with our newsletter, social media and our website. Provide homeowner community education classes on increasing irrigation efficiency, low flow fixtures, proper watering techniques, and landscape management to further reduce their monthly water bills.

Objective 3: Create and advocate for a wide range of housing opportunities while preserving and improving existing affordable housing.

Actions: Work with contractors and developers to allow for flexibility, and to expedite processes wherever possible. Start marketing our developable residential properties when the water system is closer to completion, with direct mailing to builders' associations, and contractors who are located in our regional area.

I. Great Neighborhoods

Objective 4: Advocate and work to improve properties throughout Harrisburg to increase values, and enhance the marketability of the City of Harrisburg

Actions: Work with Coburg Police to more effectively evaluate properties in need of improvement in relation to garbage, vegetation, and other issues and to more readily identify problem properties/chronic nuisances.

	Measure	FY2025	FY2026	FY2027	FY2028	FY 2029	FY 2030
1	Biennial Review of Zoning/Subdivision Ordinances		X		X	X	X
2	Initiate water conservation practices and public education	X	X	X	X	X	X
3a	Work with contractors and developers to allow for flexibility, and to expedite processes wherever possible.	X	Direct-Mail X	XDirect Mail	X	X	X
3b	Start marketing our developable residential properties when the water system is closer to completion, with direct mailing to builders' associations, and contractors who are located in our regional area.	1 st -Draft	Annual Marketing 1st Draft early 2026	Annual Marketing	Annual Marketing	Annual Marketing	Annual Marketing
4	<u>Work with Coburg Police to more effectively evaluate properties in need of improvement in relation to garbage, vegetation and other issues and to more readily identify problem properties/chronic nuisances</u>		X	X	X	X	X

Goal 2: Provide diverse recreational, cultural, and educational opportunities for our citizens and visitors.

Objective 5: Develop, maintain, and improve total City park land inventory. [City Administrator]



Eagle Park
(North End)

Actions: Apply for grants to assist in developing existing and future parklands. Develop and update our existing parks as defined in the Parks Master Plan, making them more accessible and relevant to citizens. Focus on low-cost development projects for Eagle Park, especially those that are grassroots, while also seeking larger funds for future phases.

	Measure	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
5.a	Apply for and acquire grants to develop existing and future parklands.	OPRD/LG GP-Large Grant	OPRD LGGP Large Grant		OPRD LGGP Large Grant		OPRD
5.b	Develop and Update Existing Parks, making them more accessible as per the Parks Master Plan	25%	25% Signs	25%	25%	As Needed25 %	As Needed
5.c	Update & create low-cost updates to Eagle Park and Continue to work with partners to develop each phase.	Trails & Field	Boat Decks & Continue d-Trail Project	UpdateP avground . Active Area & Terrace/	Boat Docks, Boat Landing, & Restrooms Update	UpdateCon tinued Trail Improvements &	Update

I. Great Neighborhoods

		Trails, Wayfinding Signs	Open Area	Landscaping	
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Goal 3: Provide a functional transportation system that supports all modes of transportation.

~~**Objective 5:** Review and update the Transportation System Plan (TSP), and Transportation SDC's. [Public Works, City Administrator]~~

~~*Actions: Work with consultant provided through and by QDOT/TGM Grant to complete a new Transportation System Plan (TSP). Complete a prioritized project list of needed transportation improvements that address the UGB expansion and other changing conditions, while updating the Transportation SDC's*~~



4th Street Railroad Project

Objective 6: Make regular and substantive improvements to City Streets.

Actions: Repair/Upgrade City Streets to at least a 'C' Standard. Design and construct a long-term rail/roadway solution with the railroad. Determine how to fund this project.

Actions: Plan and schedule future town halls and outreach to inform citizens about how the 4th St. Rail/Street Improvement Project will impact the homes abutting the BNSF tracks.

Objective 7: Apply for SRTS Grant to Improve the west side of N. 9th St. with curbs, gutters, and sidewalks from Smith St. to Diamond Hill Rd.

Actions: Apply for SRTS Grant until successful.

I. Great Neighborhoods

	Measure	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
5.a	Work with Consultant on a new Transportation System Plan.	Project Complete	N/A	N/A	N/A	N/A	
5.b	Complete a prioritized project list of needed transportation improvements that address the UGB Expansion and other changing conditions; and update Transportation SDC's.	Update SDC's	Ongoing	N/A	N/A	N/A	
6.a	Repair/Upgrade City Streets to at least a 'C' standard; IAW Cities "Street Assessment Report 2016".	X	X	X	X	X	
6.b	Design and Construct a long-term rail/roadway solution with BNSF	Seek Grants if necessary	Project Near Completion	Project Complete	N/A	N/A	
6.c	Plan and schedule future town halls and outreach to inform citizens about how the 4th St. Rail/Street Improvement Project will impact the homes abutting the BNSF tracks.	Fall 2024—early 2025	As Needed	Project Complete	N/A	N/A	
6z	Apply for SRTS Grant until successful	Apply	Apply	Apply	Apply	Apply	



9th St. @ Burton, and nearby—9th & Territorial St. - SRTS Project

II. Public Safety

Goals:

- **Goal 1:** Ensure public safety by protecting people and property.
- **Goal 2:** Provide safe and reliable drinking water, sewage disposal and drainage systems.

Public Safety Objectives:

Goal 1: Ensure public safety by protecting people and property.

Objective 8: Bring community awareness to crime issues in our City and work to create solutions to reduce and prevent crime. [City Administrator]

Actions: Hold community crime prevention forums as community issues dictate; Establish and strengthen neighborhood watch groups and neighborhood watch patrol. Continue to monitor the statistical crime reporting database and provide quarterly updates to the City Council and the public on progress in reducing crime. Work on improving/enhancing relations and accessibility to law enforcement agencies and programs. Continue to hold community events such as National Night Out, and Fentanyl/Narcotics Prevention and Awareness on an annual basis.

	Measure	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
8.a	Schedule Community Crime Prevention Forums when needed; Encourage citizens to do create new Neighborhood Watch programs.	2	2	2	2	2	2
8.b	Work on Improving/Enhancing Communication, Relations & Accessibility to Law Enforcement Agencies & Programs, Schedule National Night Out on an annual basis	x	Update Program	x	Update Program	x	Update Program
8.c	<u>Partner with Linn Together to Educate the Public in Relation to Fentanyl/Narcotics Prevention & Awareness</u>		<u>Awareness Forum</u>		<u>Awareness Forum</u>		<u>Awareness Forum</u>

Goal 2: Provide safe and reliable drinking water, sewage disposal and drainage systems.

Objective 9: ~~Design, b~~Build, and operate a conventional Water Treatment Plant. [City Administrator/Finance Director/Deputy Recorder, Public Works]

Actions: ~~Detailed engineering plans to be updated. Robid Project and determine additional funding. Over 9,450 feet of waterline have been replaced by the end of 2023. Build and put treatment plant into operation.~~



City crew repairing sewer system

Objective 10: ~~Provide second sanitary sewer crossing beneath the railroad tracks, and add Construct~~ slipline to existing sewer line under the RR Tracks, businesses, and N. 3rd St. [Public Works]

II. Public Safety

Actions: ~~Design and construct~~ Complete Construction of a second sanitary sewer crossing ~~(complete)~~ and add slipline to the existing sewer line located under the RR Tracks, through businesses, and N. 3rd St. to the main lift station.

Objective 11: ~~Design and~~ Replace the main sewer pressure line from City's Main Lift Station to WW Treatment Facility.

Actions: ~~Design and~~ rReplace the main sewer pressure line from City's Main Lift Station to WW Treatment Facility.

	Measure	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
9	Re-bid Construct and Operate Water Treatment Facilities	40%	Complete	N/A	N/A	N/A	
10.a	Finish construction of a temporary bypass to complete the secondary sanitary sewer line	Complete	N/A	N/A	N/A	N/A	
10.b	Add Slipline to Existing Sewer Line under the RR Tracks, businesses, and N. 3 rd St.	30%	50% <u>On-hold until Water Project is complete</u>	40% <u>On-hold until water project is complete</u>	Complete	N/A	
11	Design and <u>r</u> Replace the existing sewer pressure line from City's Main Lift Station to WW Treatment Facility.	40%	405%	405%	405%	10%	

Commented [ME2]: The temporary bypass is complete!

*Percentages are based upon current conditions. The funds and ability to complete these projects changes year by year, dependent upon funding & staffing. (A line break can easily use all the funds designated for this project.) The priority at this time is the completion of the water treatment facilities.



S. 2nd St.

III. Economic Development

Goals:

Goal 1: Create an encouraging business environment by providing business resources, addressing regulatory barriers, and utilizing regional partnerships such as Oregon R.A.I.N., the Tri-County Chamber of Commerce, the Main Street Program and the Rural Economic Alliance. (REAL).

Goal 2: Continue to promote the Harrisburg Redevelopment Agency by advocating for the program and completing projects that can facilitate development opportunities.

Goal 3: Collaborate with Harrisburg businesses, focusing on business retention, expansion, promotion, start-ups, and entrepreneurship. Work actively to promote the business core, and attract new businesses to Harrisburg

Economic Development Objectives:

Goal 1: Create an encouraging business environment by providing business resources, addressing regulatory barriers, and utilizing regional partnerships, such as Oregon R.A.I.N., the Tri-County Chamber of Commerce, the Main Street Program, and the Rural Economic Alliance.



Hurd's -- 75+ Years

Objective 12: Enhance Outreach to existing businesses. Work with regional partnerships to promote Harrisburg businesses and economic development. [City Administrator, City Recorder/Municipal Court Clerk]

Actions: Coordinate with Biz Oregon, the Tri-County Chamber of Commerce, OCWCOG, REAL, OEDA and others to reduce development impediments and attract new, desired development. Develop marketing program and review/update as needed. [City Administrator]

Actions: Using Main Street Resources at the Exploring Downtown Connecting Communities level, continue to build stronger relationships with local businesses, establishing a Strategic Plan to develop innovative programs and promotions and attract new businesses.

	Measure	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
12.a	Coordinate closely with Biz Oregon, OCWCOG, OEDA, AMEDEC, REAL and other economic development groups to reduce development impediments and attract new, desired development	x	x	x	x	x	
12.b	Develop marketing program and review/update as needed		<u>Update</u> <u>Develop</u>	<u>Update</u>	Update	<u>Update</u>	<u>Update</u>
12.c	Strengthen Main Street Program by holding Quarterly Meetings, Establishing a Strategic Plan Workshop and Developing Innovative Programs and Promotions to attract new customers.	<u>Develop</u> <u>Programs-&</u> <u>Quarterly</u> <u>Meetings</u>	<u>Develop</u> <u>Programs</u> Increase Meetings	Update	Update	Update as needed	<u>Update</u> <u>as</u> <u>needed</u>

III. Economic Development

Goal 2: Continue to promote the Harrisburg Redevelopment Agency (~~URD~~HRA) by advocating for the program and completing projects that can facilitate development opportunities.

Objective 13: Utilize Urban Renewal dollars to maximize the total investment and redevelopment efforts in Harrisburg’s downtown. Continue to increase the assessed value of the Harrisburg redevelopment area by making strategic public investments to spur private investments. [City Administrator, City Recorder/Municipal Court Clerk, Finance ~~Officer~~Director/Deputy City Recorder]

Actions: Continue to promote/provide HRA Property Improvement (Grant) program when funds are available, for redevelopment of downtown buildings. Advocate for the URD program to outside taxing districts. ~~Incorporate funds from ARPA to catalyze Community & Economic Development in the historical downtown and commercial corridor.~~ Actively work to remove blighted structures from traditional downtown area.

Actions: Review Next Steps, including possible new Community Center/Library next to City Hall.

Objective 14: Continue to Preserve Willamette River Water Rights and utilize for possible Economic Development Opportunities. (City Administrator, Public Works)

Actions: Review in the future to verify requirements in order to utilize and preserve our water rights.

	Measure	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
13.a	Advocate the URD program to outside taxing districts through marketing materials	x	x	x	x	x	x
13.b	Incorporate funds from ARPA to catalyze Community & Economic Development in the historical downtown and commercial corridor	\$ Remaining					
13.e	Review Next Steps <u>in the URD program</u> , including possible new Community Center/Library next to City Hall	Review Next Steps	Conceptual Design/Review Next Steps	Conceptual Design Seek Grants/Funding	Seek Grants/Funding	Seek Grants & Funding	Seek Grants & Funding
14.	Continue to Preserve Willamette River Water Rights and utilize for possible Economic Development opportunities.		Review & Discuss Requirements	Implementation			

Goal 3: Collaborate with Harrisburg businesses, focusing on business retention, expansion, promotion, start-ups, and entrepreneurship. Work actively to promote the business core, and attract new businesses to Harrisburg

Objective 15: Establish networking meetings with Harrisburg Businesses on a quarterly basis. Actively meet and collaborate with businesses to evaluate what business owners need from the City to improve/enhance their business.

Action: Meet with REAL/RAIN and the Tri-County Chamber of Commerce to establish networking sessions, in Harrisburg on a quarterly basis. Send annual survey, and actively collaborate with area businesses.

III. Economic Development

Objective 16: Establish resources on the City Website and in City Hall for businesses.

Action: Include links on the City's website to resources from RAIN and REAL to promote entrepreneurship. Market Harrisburg Businesses through social media, website, and bi-annual newsletters and other promotional materials.

Action: Develop a Business Resources Webpage & new Business Packets

	Measure	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
15	Meet with RAIN & Chamber of Commerce to Establish Networking Sessions in Harrisburg on a Quarterly Basis	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly
16.a	Send Annual Survey, and Contact Businesses on an annual basis to Actively Collaborate on measures to evaluate business needs	x	x	x	x	x	x
16.b	Develop Business Resources Webpage, & New Business Packets	Establish	Update		Update		Update

IV. Efficient Governance

Goals:

Goal 1: Effectively and efficiently provide the services that Harrisburg’s citizens need, want, and are willing to support.

Goal 2: Maintain a qualified, effective, and happy workforce.

Efficient Governance Objectives:

Goal 1: Effectively and efficiently provide the services that Harrisburg’s citizens need, want, and are willing to support.

Objective 17: Ensure transparent financial reporting and budgeting to the community. Maintain annual audit results establishing conformance to requirements and generally accepted accounting principles. [Finance Officer/Deputy City Recorder]



Harrisburg City Hall

Actions: Continue to publish annual budget and audit results on the City’s website. Achieve annual audit with no reportable findings of non-compliance. Investigate software options that could provide greater transparency and access to city information and data.

Objective 18: Investigate and implement new technologies and workplace practices that save time and resources. [All Departments]

Actions: Implement technology and workplace practices that continue to reduce costs.

Objective 19: Update Capital Improvement Program, and Verify SDC’s and other Fee Structures are still competitive

Actions: Update the CIP, and work through other Master Plans to further update SDC’s. Continue to review and verify fee structures on an annual basis.

Objective 20: Engage with Legislative Leaders to make changes at the State Level that will 1) Confirm and solidify Home Rule as it applies to small cities; 2) Work to eliminate overbearing regulatory requirements, including those that actively work to avoid state mandated funding; and 3) Submit Capital Needs

Actions: Continue to Engage and Grow the Small Municipality Advocacy Coalition in order to solidify home rule, eliminate onerous regulatory requirements, and to focus on Harrisburg and our specific capital funding requirements.

	Measure	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
17.	Reportable audit findings of noncompliance, increase transparency in operations	None	None	None	None	None	None

IV. Efficient Governance

18.	Continue to reduce service delivery costs, and improve effectiveness of current services	Maintain	Maintain	Maintain	Maintain	Maintain	Maintain
19.	Update Capital Improvement Program and Verify SDC's and other Fee Structures are still competitive in our regional area, <u>on an annual basis.</u>		Review SDC's & Fees		Review CIP/SDC's & Fees		<u>Review CIP/SDC's & Fees</u>
20	<u>Continue to Engage and Grow the Small Municipality Advocacy Coalition in order to solidify home rule, eliminate onerous regulatory requirements, and to focus on Harrisburg and our specific capital funding requirements</u>		<u>Vigorousl y Participat e & Advocate</u>	<u>A Vigorous ly Participa te & Advocat e</u>	<u>Vigorously Participate & Advocate</u>	<u>Vigorously Participate & Advocate</u>	<u>Vigorously Participate & Advocate</u>

Goal 2: Maintain a qualified, effective, and happy workforce.

Objective 201: Maintain staff that is well-trained, certified, and given opportunities for growth inside the City organization. [All Departments]

Actions: Employees and supervisors are encouraged to find relevant training opportunities to ensure employees are qualified for assigned work tasks. Where appropriate, supervisors shall cross-train employees. Budgeted funds for training shall be reviewed to assure necessary training is accomplished.

Objective 242: Perform Compensation Analysis to keep wages consistent for comparably sized or regional Cities to better retain employees. [City Recorder/Municipal Court ~~Clerk~~Administrator]

Actions: Staff will perform Compensation Analysis on every three-year schedule. Determine a cost-of-living figure to apply to wages in years without a compensation analysis.

	Measure	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
201.	Maintain certifications for employees	20	20	20	20	20	20
242.a	RFP/IGA with an agency for Compensation/Wage Analysis Services	n/a	n/a	100% for FY 27/28	n/a	n/a	100% for FY 30-31
242.b	Determine a cost-of-living figure to apply to wages in years without a compensation analysis	<u>Apply New Wage/Scale</u>	Configure COLI	Configure COLI	Apply New Wage/Scale	Configure COLI	<u>Configure COLI</u>



CPR AED Training

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING A TASK ORDER FROM PSU, BASED ON THE EXISTING IGA WITH LOC, FOR THE WAGE COMPENSATION AND BENEFIT ANALYSIS PROJECT

STAFF REPORT:

- Exhibit A: Copy of the LOC IGA
- Exhibit B: Task Order with PSU (Emailed prior to the meeting)

ACTION: MOTION TO APPROVE USING THE LOC/PSU IGA, AND THE TASK ORDER WITH PORTLAND STATE UNIVERSITY FOR A WAGE COMPENSATION AND BENEFIT ANALYSIS FOR FY 2025-2026

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – January 14, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$9,750	YES	GENERAL FUND-WATER FUND-SEWER FUNDS

STAFF RECOMMENDATION:
Staff recommend the City Council approve the use of the LOC IGA with PSU, and the resultant Task Order for this analysis

BACKGROUND INFORMATION:
The Strategic Plan states as an action that the City should be asking for a formal wage analysis every 3 to 4 years. The last comparison was completed by Portland State University (PSU) in 2021 for the 2021/2022 Fiscal Year, at the invoiced amount of \$4,522.

The RFQ was distributed to four companies on November 14, 2024. Those companies included; Portland State University, MGT Impact Solutions, LLC (MGT), Trupp and HR Answers, Inc. City Staff requested that salary data should be collected from six selected municipalities. These cities are comparable in terms of population and are located close to Harrisburg. Those cities included:

- City of Veneta - (Population 5,183)
- City of Junction City – (Population 7,072)
- City of Creswell – (Population 5,597)
- City of Philomath – (Population 5,714)
- City of Coburg – (Population 1,311)
- City of Toledo – (Population 3,514)

The City received proposals from all four companies. The proposals were as follows:

Portland State University	\$9,750
MGT	\$15,210
Trupp	\$15,750
HR Answers	\$23,781

Portland State University was the clear choice to complete this project based on the total cost. Portland State has agreed to complete this project. The City will ‘piggy-back’ off of an existing IGA between the LOC and PSU. This IGA has been reviewed by Staff and the City Attorney and is sufficient to meet City requirements. The IGA is available for your review as shown in **Exhibit A**. The Task Order (**Exhibit B**) is not available at this time and will be emailed to Council members prior to the meeting and will also be included with the minutes.

The projected completion date for the study will be February 28, 2025, although there will be some flexibility in place if needed. Once the City receives the initial results, they will be shared with the Personnel Committee before bringing the study to the City Council.

As noted previously, the last wage analysis was completed by PSU in 2021 for the 2021/2022 fiscal year. Since then, the City has kept up with wages by providing an average of a 4.8% cost of living increase for the last three fiscal years.

REVIEW AND APPROVAL:

Lori Ross 1/9/2025
 _____ Date
 Lori Ross
 City Recorder

PSU Agreement # 1099561

INTERGOVERNMENTAL (IGA) AGREEMENT

This Intergovernmental Agreement ("Agreement") is by and between **Portland State University** on behalf of its Mark O. Hatfield School of Government Center for Public Service ("PSU") and **The League of Oregon Cities** ("LOC"), each individually a "Party", or collectively as "Parties".

The Parties are authorized to enter into this Agreement pursuant to ORS 190.

LOC DATA

Representative: Patricia M. Mulvihill
Title: Interim Executive Director
League of Oregon Cities

Address: 1201 Court St. NE
Suite 200
Salem, OR 97301-4194

Telephone: 503-588-6550

PSU DATA

Representative: Erica Fulton
Title: CPS Operations Manager
Portland State University
Hatfield School of Government
Center for Public Service

Address: PO Box 751 (PA-CPS)
Portland, Oregon 97207 - 0751
Telephone: 503-725-6129

BACKGROUND:

League of Oregon Cities (LOC): The mission of the LOC is to be the essential and trusted partner for local, state, federal, and community leaders in developing policy and legislation to empower Oregon's cities through collaboration, advocacy, training, and sharing best practices. Created in 1925 through an intergovernmental agreement of incorporated cities, the LOC is essentially an extended department of all 241 Oregon cities.

Portland State University Mark O. Hatfield School of Government Center for Public Service: The Center for Public Service (hereinafter "CPS") synthesizes the Hatfield School of Government's teaching, research and service-related activities and applies this practical knowledge to build leadership and improve the effectiveness of public service professionals and organizations. CPS does this through:

- Training, education and other talent-building programs, which are custom-tailored for the specific needs of public service professionals and organizations
- Research and consulting services that help leaders and citizens better understand and solve key challenges through leadership and innovation
- Academically-grounded, practice-centered knowledge created through research, real-world application, and publication
- A strong grounding in living by and promoting the values of the Hatfield School of Government

Public service professionals and organizations that partner with CPS will acquire knowledge and skills that will tangibly and significantly improve individual performance and leadership and organizational public service capabilities.

WHEREAS, LOC member cities desire PSU's professional services;

WHEREAS, the performance of such services is consistent, compatible and beneficial to the academic role and mission of PSU;

NOW, THEREFORE, in consideration of the mutual agreements contained herein and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree the purpose of this Agreement is for PSU to provide a variety of professional services, on a case-by case basis to cities that are members of the LOC and agree as follows:

1. Effective Date and Duration

This Agreement shall become effective upon the date of the last signature below and shall continue until terminated under provisions identified within this Agreement. The terms of this Agreement will remain in full force and effect for any Task Order authorizing performance of services under this Agreement that is executed prior to the expiration or termination of this Agreement.

2. Purpose

The purpose of this Agreement is for PSU to provide a variety of professional services, on a case-by-case basis to cities that are members of the League of Oregon Cities.

PSU will provide services that complement those offered by LOC to its members, and will collaborate with LOC offerings. This umbrella agreement with LOC provides a simple mechanism for smaller cities with limited staff capacity to make use of PSU services on an as-needed basis. Such services may include but are not limited to: organizational assessment and development; compensation, classification and pay equity studies; program and service effectiveness evaluation; strategic planning; civic participation and community engagement; professional and leadership training; policy analysis and research; talent development; and board governance improvement.

3. LOC Approval Required for Use of the Agreement; Not Responsible for Performance

The League of Oregon Cities may disapprove in writing (letter or email) the use of this Agreement on an individual case-by-case basis. Approval may be denied if LOC deems that the service to be provided by PSU is similar to services provided to members by LOC, or for any other reason at LOC's discretion.

Any disputes between client cities and PSU related to performance of contracted services will be resolved directly between the parties; LOC takes no responsibility for satisfactory performance of the work.

4. Non-Exclusive

This is not an exclusive agreement. It is expressly understood and agreed by the Parties hereto that LOC may choose to use the Services of PSU or not, at LOC's sole election, and that LOC is under no obligation to refer members to PSU. The LOC may, at its sole discretion, contract with other entities who provide the same and/or similar services as PSU.

5. Consideration

A. Member cities will directly negotiate with PSU and approve in writing the scope of work and a not-to-exceed amount for any services to be provided by PSU. Upon mutual acceptance of the project proposal, PSU will prepare a task order ("Task Order" or "Task Orders") based upon the accepted proposal, which member cities and PSU must execute prior to the commencement of work. A sample Task Order is attached hereto and is marked Exhibit 1. PSU will submit the proposed Task Order to LOC a minimum of ten (10) business days before commencing work so LOC can decide whether to disapprove the service as provided in Section 3 of this Agreement. The Task Order for a particular project supplements this Agreement. All Task Orders relating to projects mutually agreed upon by PSU and member cities are covered under the terms of this Agreement.

B. PSU labor costs will be billed according to the following hourly rate schedule:

Published CPS Project Services Fees effective July 1, 2022 (rates include indirect costs for the University)	
Personnel Type	Billable Hourly Rates
Faculty/CPS Director	\$180 - \$250
Staff	\$50 - \$80

First Stop Portland Study Tour Services	\$32 - \$250
Senior Fellows	\$120 - \$200
Fellows	\$50 - \$120
PSU Specialists (GIS, Data Visualization, etc.)	\$50 - 250
PhD Students	\$30 - 50
Master's Students	\$20 - 40
Consultants	\$50 - \$250

Services will be billed at the above rates through June 30, 2023, and may be adjusted annually at the start of PSU's fiscal year (July 1). Rates may be found online at "Approved Fines & Fees" <https://www.pdx.edu/student-finance/tuition> in the annual "Fines & Fees Complete List" under "Center for Public Service."

- C. PSU will bill member cities directly for services provided under this Agreement, per the invoicing information in the Service Order Contract.

6. Captions

The captions or headings in this Agreement are for convenience only and in no way define, limit, or describe the scope of intent of any provisions of this Agreement.

7. Amendments

The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever, except by written Amendment signed by both Parties.

8. Termination

- A. This Agreement may be terminated by the mutual consent of both Parties at any time or by either party upon thirty days prior written notice from one Party to the other.
- B. Termination or modification of this Agreement shall be without prejudice to any obligations or liabilities of either Party already accrued prior to such termination. However, upon receiving a notice of termination, a Party shall immediately cease all activities under this Agreement, unless expressly directed otherwise in the notice of termination. Further, upon termination, a Party shall deliver to the other parties all Agreement documents, information, works-in-progress and other property that are or would be deliverables had the Agreement been completed.

9. Force Majeure

Neither Party shall be held responsible for delay or default caused by fire, riot, acts of God and war which are beyond its reasonable control. The affected Party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under this Agreement.

10. Independent Contractor Relationship

PSU through its employees, officers and agents, will provide the services described in this Agreement as an independent contractor, and nothing herein shall be interpreted or construed as creating or establishing the relationship of employer/employee, principal/agent, partnership, joint venture, association, or any other type of legal or business relationship between LOC and PSU or between PSU and LOC. Each Party shall be solely responsible for paying its own taxes (federal, state, and local of any type or amount); the consideration owed to its own contractors and agents; its operational expenses; the wages, salaries,

benefits, withholdings, and assessments for its employees (including, for example, federal and state income taxes, Social Security, Medicare, unemployment insurance, workers compensation, pension or retirement, medical or life insurance). LOC shall have no right to direct or control the manner or method by which PSU provides the services that PSU agrees to provide through this Agreement.

11. Access to Records

PSU will provide to LOC a list of members who have received services under this Agreement on a quarterly basis.

PSU, LOC, the state and federal government, and their duly authorized representatives shall have access to such fiscal records and other books, documents, paper, plans and writings, which are directly pertinent to this specific Agreement for the purpose of making audit, examination, excerpts, and transcript. Both Parties shall retain and keep accessible all such records for a minimum of three (3) years, or such longer period as may be required by applicable law, following final payment and termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or relating to this Agreement, whichever date is later. This Agreement is subject to Oregon Public Records Law, ORS chapter 192.

12. Non-Discrimination

In their respective performances of this Agreement, no Party shall unlawfully discriminate against any person on the basis of race, ancestry, national origin, color, sex, disability, age, religion, marital status or sexual orientation. Moreover, each Party shall comport its performance with all applicable Federal and State anti-discrimination acts and associated regulations.

13. Notices

All notices regarding this Agreement should be sent to the Parties at the following addresses:

LEAGUE OF OREGON CITIES:

League of Oregon Cities
Attn: Executive Director
1202 Court St NE, Suite 200
Salem, OR 97301
Email: loc@orcities.org

PORTLAND STATE UNIVERSITY

Center for Public Service
Portland State University
Attn: Budget Administrator
PO Box 751, MC: PA-ELI
Portland, OR 97207
Telephone: 503-725-8259
Facsimile: 503-725-5111
Email: jennifer.everett@pdx.edu

WITH A COPY TO:

Portland State University
Contracting & Procurement Services
Attn: Contracts Officer
PO Box 751 (FAST-CAPS)
Portland, OR 97207-0751
Telephone: 503-725-3441
Email: contract@pdx.edu

14. Indemnification

Subject to the limitations and conditions of the Oregon Tort Claims Act (ORS 30.260 through 30.300) and the Oregon Constitution Article XI, Section 7, each Party agrees that it is responsible for its own acts and omissions, and the results thereof, and shall not be responsible for the acts or omissions of the other Party, or results thereof.

15. Governing Law

This Agreement shall be governed and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "claim") between PSU and LOC that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

16. Intellectual Property

LOC shall have no right to any invention, discovery, work of authorship, trade secret or other tangible or intangible item or any intellectual property rights that may be produced by PSU during the course of PSU's activities under this Agreement.

17. Merger

This Agreement and attached exhibits, constitutes the entire agreement between the Parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change if made shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

18. Counterparts

This Agreement may be executed in multiple counterparts, electronically delivered, all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed constitutes an original.

19. Signatures

LOC and PSU, by the signature of their authorized representatives, hereby acknowledge that they have read this Agreement, understand it, and agree to be bound by its terms and conditions.

LEAGUE OF OREGON CITIES:


Patricia M. Mulvihill
Interim Executive Director, League of Oregon Cities
Date 12-13-2022

PORTLAND STATE UNIVERSITY:

DocuSigned by:

Sara Saltzberg
C81C3286CBAB44B
Sara Saltzberg
Director, Center for Public Service
Date 11/14/2022

Ahrea Summers
C=US, E=ahrea@pdx.edu,
O=Portland State University,
OU=Contracts Officer,
CN=Ahrea Summers
2022.11.14.10:18:27-08'00'
Date 11/14/2022
Ahrea Summers
Contracts Officer

**EXHIBIT 1
SAMPLE TASK ORDER
PORTLAND STATE UNIVERSITY
[MEMBER CITY NAME]**

PROJECT: _____

This Task Order supplements the Intergovernmental Agreement for Professional Services ("Agreement") entered into between Portland State University and The League of Oregon Cities. The parties agree that the Agreement is hereby supplemented as follows:

Description of Services:

Cost:

Delivery Schedule:

Project Contacts:

PSU:

Member City:

Other:

IN WITNESS HEREOF, the parties have duly executed this Task Order effective the date of last signature:

PORTLAND STATE UNIVERSITY

By: _____
Center for Public Service Director

Date: _____

By: _____
Contracts Officer

Date: _____

MEMBER CITY NAME

Name: _____

Title: _____

Date: _____

Agenda Bill Harrisburg City Council Harrisburg, Oregon

THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

- Exhibit A: City Council Minutes for November 12, 2024
- Exhibit B: Payment Approval Report for December 2024
- Exhibit C: Library Board Appointment for Madison Stepherson
- Exhibit D: Municipal Court Collections Report December 2024
- Exhibit E: Municipal Court Citation Report December 2024

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

- 1. Minutes from the November 12, 2024 City Council Meeting**
- 2. The Payment Approval Report for December 2024**
- 3. Appointment of Madison Stepherson to the Library Board for a term ending June 30, 2028**

THIS AGENDA BILL IS DESTINED FOR: Consent Agenda –January 14, 2025

STAFF RECOMMENDATION:

Staff recommends the City Council approve the consent list.

Building Permits:

December 2024:	Submitted: 11
	Issued: 10
New Homes:	Issued: 4

Residential Valuation: \$1,157,316.00
Commercial Valuation: \$0.00
2024 YTD Valuation: \$5,969,613.00

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.

Business Licenses Issued:

- None

Harrisburg Municipal Court:

- The Collection Report (**EXHIBIT D**) for the month of December 2024 is \$13,505.81 which includes \$7,354.08 from collections.
- The Citation Report (**EXHIBIT E**) shows there were 21 citations issued in the month of December 2024 for a total of 31 offenses. There was on defendant who were charged with Criminal Failure to Appear; two charged with Driving While Suspended Misdemeanor and also a charge for Failure to Perform Duties of Driver.

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

Harrisburg and HRA Budget Committee Chairperson: Randy Klemm

The Harrisburg and HRA Budget Committee last met on May 13, 2024. Those minutes are not yet available.

Next Scheduled Meeting: TBD

Library Board: Chairperson: Allie Bennett

The Library Board last met on January 7, 2025. Those minutes are not yet available.

Next Scheduled Meeting: March 4, 2025

Personnel Committee: Chairperson; Kimberly Downey

The Personnel Committee last met on February 2, 2024

Next Scheduled Meeting: TBD

Planning Commission: Chairperson; Todd Culver

The Planning Commission last met on November 19, 2024. Those minutes are not yet available.

Next Scheduled Meeting: January 21, 2025

REVIEW AND APPROVAL:

<i>Lori Ross</i>	<u>1/8/2025</u>
Lori Ross	Date
City Recorder	

This document is supplemented by agenda packet materials, meeting materials distributed and audio recordings of the meeting and may be reviewed upon request to the City Recorder.



Harrisburg City Council Minutes November 12, 2024

Mayor: Robert Duncan, Presiding
 Council President: Mike Caughey, Present
 Councilors Present: Kimberly Downey, Randy Klemm, Cindy Knox and Youth Advisor Taylor Tatum
 Councilors Absent: Robert Boese (Excused) and Charlotte Thomas (Excused)
 Staff Present: City Administrator Michele Eldridge, Finance Officer/Deputy City Recorder Cathy Nelson and City Recorder/Municipal Court Clerk Lori Ross
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

The Pledge of Allegiance was led by Mayor Robert Duncan

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan, at the hour of 6:31pm.

CONCERNED CITIZEN(S) IN THE AUDIENCE: All in attendance were items on the agenda.

THE MATTER OF DETERMINING WHICH OPTIONS THE CITY SHOULD TAKE IN RELATION TO THE PRE-IMPLEMENTATION COMPLIANCE MEASURES SUGGESTED/REQUIRED BY FEMA, AND APPROVING RESOLUTION NO. 1297, WHICH ESTABLISHES A TEMPORARY MORATORIUM ON CERTAIN KINDS OF DEVELOPMENT WITHIN THE SPECIAL FLOOD HAZARD AREA: Eldridge referred to **Addendum 1**; a list of the abbreviations and acronyms mentioned in this Staff Report. Some of her highlights included:

- There are 8 properties located in the SFHA including four to five homes, and Eagle Park. Sections of Gheen Irrigation as well, although they have filed a LOMA with FEMA removing themselves from the SFHA.
- Eldridge referred to Exhibit A showing the Pre-Implementation Overview that the cities received at the end of September/October.

November 12, 2024

- Eldridge referred to page 14 of the agenda which is a letter from Congress to FEMA asking for an implementation delay to allow the community to have a clearer understanding of the process and the ramifications.
- Eldridge added that Harrisburg has no vacant properties in the SFHA, besides Eagle Park, which means there is no threat of properties not being able to be developed.
- Klemm asked if the moratorium on development has any effect on our plans for Eagle Park. Eldridge replied that it can and referred to the 'no net loss' of habitat functions in Resolution No. 1298.
- Caughey asked if it would impact the plan of adding restrooms at the park. Eldridge replied that we would have to determine the volume of the removal and compensate for the loss somewhere else in the park.
- Downey asked if it would affect the dog park. Eldridge replied that it's non-conforming since it's already built.
- Eldridge referred to **Addendum 2**, the suggested motion for tonight's meeting, adding that if one of FEMA's options aren't chosen, the "permit by permit" basis would apply as shown on page 65 (Exhibit D), which she feels will be hard to work with.
- Eldridge reviewed the ramifications listed on page 8 of the agenda and added that City Attorney Sean Kidd and Eldridge both agree the revised motion would be the best for our residents as the biggest property impacted is Eagle Park.
 - **Klemm motioned to deny Resolution No. 1297, further notify FEMA of the plan to amend the floodplain Ordinance by choosing PICM No. 1 and further notify DLCD of January meeting and follow normal noticing requirements to everyone in the NFIP and was seconded by Caughey. The motion passed unanimously by a vote of 4-0.** (Yes: Downey, Klemm, Caughey and Knox. Tatum also voted in favor. No: None.)

THE MATTER OF INITIAL STEPS TO START PLANNING THE 2026-2030 STRATEGIC PLAN:

Eldridge reminded Council the Strategic Plan is reviewed on an annual basis. Some of the issues to consider for the new plan included:

- With the Senior Center and HART Center buildings being over 60 years old and at the end of their life, she recommended a new Community Events Center located next to City Hall.
- A Fairgrounds Facility, that will be available for rent, located where the Harvest Festival takes place next to the Wastewater Facility. She added there will be the addition of 6–8-bathroom stalls, and permanent outdoor lights which were donated. This addition will require another Conditional Use Permit through Linn County.
- Eldridge would also like to have a dedicated Council Chambers/Municipal Center.
- Klemm liked the idea of expanding possibilities for use of the property. Downey asked if it was in the flood plain. Eldridge responded that it was not.
- Eldridge would like to create an Ad-Hoc Committee to include Council Members, Citizens, Staff and a Youth Advisor. Caughey volunteered for the committee.
- *The consensus is to create an Ad-Hoc Committee.*

THE MATTER OF APPROVING THE 1ST QUARTER 2024/2025 EXPENSE REPORT: Nelson informed Council that this report covers the first quarter of the fiscal year and is 45.3% above what was budgeted. She noted that the City has only received 1% of property tax revenue and that Intergovernmental Franchise Agreements only pay once a calendar year and not fiscal year. No further discussion.

- **Downey motioned to approve the 1st Quarter 2024/2025 Expense Report and was seconded by Caughey. The motion passed unanimously by a vote of 4-0.**

November 12, 2024

(Yes: Downey, Caughey, Klemm and Knox. Tatum also voted in favor. No: None.)

THE MATTER OF APPROVING THE CONSENT LIST: No comments or concerns.

- Downey **motioned to approve the consent list and was seconded by** Klemm. **The motion passed unanimously by a vote of 4-0.** (Yes: Downey, Klemm, Caughey and Knox. Tatum also voted in favor. No: None.) A motion to approve the consent list approved the following:
 - **Minutes from the September 24, 2024 and October 8, 2024 City Council Meeting**
 - **The Payment Approval Report for October 2024**

THE CITY ADMINSTRATOR VERBAL REPORT:

- Eldridge along with Mayor Duncan, Caughey and City Attorney Kidd recently met with representatives from BNSF to discuss designs. BNSF has a new team of grant writers to assist the City with grant writing. Kidd believes we are moving in the right direction and Eldridge reminded Kidd the City would like BNSF to pay the \$1.3M for sidewalk, curbs, gutters and driveways.
- City Staff is currently working on the RFQ for a Wage Analysis Study.
- The OBCD Renewal for the Harrisburg Building Department is coming to Council in December.
- The Aiken Trailer Sales Minor Partition is going to the Planning Commission next week. Applicant is dividing property into three lots. No plans for developing at this time.
- The City has issued a Demolition Permit to Isovolta for removing the former Tri-State Carport building.
- The Library Holiday Bazaar will be held November 15-16 from 10am to 4pm at the Municipal Center.
- The deadline for the HART Center Toys for Tots is November 15th. HART Center will also be having an Open House on November 20th including a beard growing contest and other fun events.
- The Holiday Parade is December 7th at 7pm followed by Santa at Heritage Park to include goody bags, cookies, cider and hot cocoa.
- Eldridge informed Council of LOC Workshop free training opportunities as shown in **Addendum 3**.
- City Day at the Capital is January 28th as shown in **Addendum 4**. Eldridge would like to hold the Council meeting on 29th to allow Council to attend. *Consensus was to move the City Council meeting to January 29th.*

OTHER ITEMS:

- Ross would like to move the November 12th, 2025 meeting to November 13th due to Veterans Day. *Consensus was to move the City Council meeting to November 13th.*
- Mayor Duncan informed the Council that he will be signing the Friends of Gap Road letter of support out of respect to our local farmers and if anyone would like to sign as well, it will be available after the meeting.

With no further business, the City Council Work Session adjourned at the hour of 8:01pm.

Mayor

City Recorder

Acronyms and Abbreviations

BiOp	Biological Opinion
CFR	Code of Federal Regulations
CLOMR	Conditional Letter of Map Revision
CRS	Community Rating System
dbh	diameter breast height
ESA	Endangered Species Act
FEMA	Federal Emergency Management Agency
LID	Low-Impact Development
LOMR	Letter of Map Revision
MHHW	Marine Higher-High Water line
NFIP	National Flood Insurance Program
NMFS	National Marine Fisheries Service
OHWM	Ordinary High Water Mark
ORS	Oregon Revised Statutes
ORSC	Oregon Residential Specialty Code
OSSC	Oregon Structural Specialty Code
RBZ	Riparian buffer zone
SFHA	Special Flood Hazard Area
TB	Technical Bulletin

New Motion being proposed by the Harrisburg City Administrator in relation to the Pre-implementation Compliance Measures:

- 1. Motion to Deny Resolution No. 1297
- 2. Notify FEMA of the plan to amend the floodplain ordinance by choosing PICM No. 1
- 3. Notify DLCD of January meetings, and follow normal noticing requirements to everyone in the NFIP.

Addendum 2



ELECTED ESSENTIALS WORKSHOPS

**New to city government? Need a refresher on government fundamentals?
Plan now to attend one of 13 FREE trainings around the state.**

LOC is thrilled to offer our signature Elected Essentials training in person again this winter. The LOC's Elected Essentials program provides newly elected officials, experienced elected officials, and city staff with free training on the basics of municipal governance in Oregon.

Topics include:

- How to Achieve a High Functioning City Council
- What City Officials Need to Know About Oregon's Public Records Law
- Public Meetings in Oregon – What the Law Says & Best Practices
- Understanding Your Legal Obligations Under Oregon's Ethics Laws
- Legal Powers & Impediments Affecting Elected Officials
- Lobbying 101

Registration is FREE and lunch is included.

Dates and locations:

Lebanon – Best Western Boulder Falls	Region 4	Nov. 13, 8:15 a.m. - 5 p.m.
Hillsboro – Hidden Creek	Region 2	Nov. 18, 8:15 a.m. - 5 p.m.
Silverton – City Hall	Region 3	Nov. 19, 8:15 a.m. - 5 p.m.
Cannon Beach – Council Chambers	Region 1	Dec. 3, 8:15 a.m. - 5 p.m.
Newport – Rec Center	Region 5	Dec. 3, 8:15 a.m. - 5 p.m.
North Bend – Mill Casino	Region 6	Dec. 4, 8:15 a.m. - 5 p.m.
The Dalles – Readiness Center	Region 8	Dec. 6, 8:15 a.m. - 5 p.m.
Pendleton – Convention Center	Region 11	Dec. 19, 5 p.m. - 9 p.m. and Dec. 20, 5 p.m. - 9 p.m.
Redmond – City Hall	Region 9	Jan. 8, 8:15 a.m. - 5 p.m.
Klamath Falls – Council Chambers	Region 10	Jan. 14, 8:15 a.m. - 5 p.m.
Phoenix – Civic Center	Region 7	Jan. 15, 8:15 a.m. - 5 p.m.
Baker City – Armory	Region 12	Jan. 31, 8:15 a.m. - 5 p.m.
Salem – Local Government Center	Catch All	Feb. 5, 8:15 a.m. - 5 p.m.

Registration Now Open!

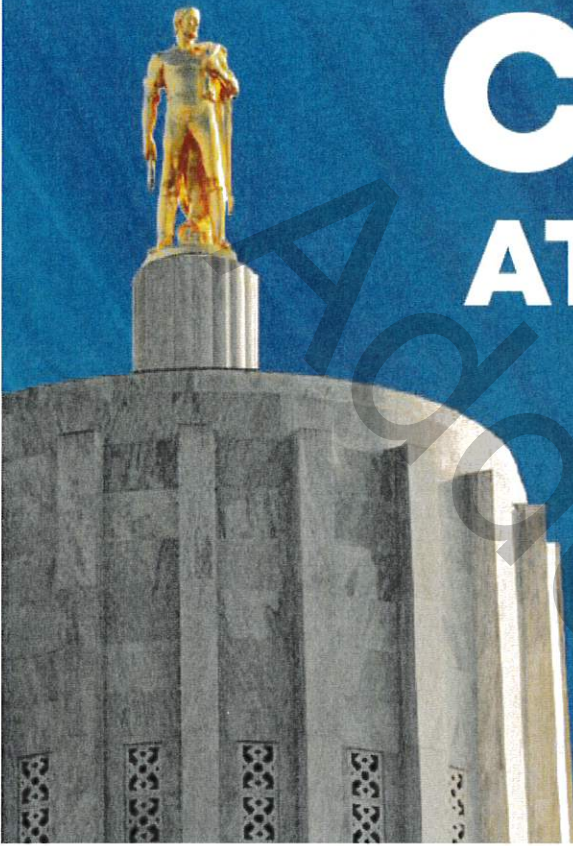
Registration is FREE, and lunch is included.



Scan the code above with your mobile device, or visit www.orcities.org > Training & Events

SAVE THE DATE!

CITY DAY AT THE CAPITOL



JANUARY 28, 2025

**Salem Convention
Center**

Make our
Collective Voices Heard.

Learn about 2025 priorities •

Meet with legislators • Network



Registration opens December 3.

Watch for more information at orcities.org.

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
1206						
1206	Analytical Lab & Consultants	171262	Water Testing	11/07/2024	265.00	51-65-4200
1206	Analytical Lab & Consultants	171263	Water Testing	11/07/2024	155.00	52-65-4200
1206	Analytical Lab & Consultants	171341	Water Testing	11/11/2024	155.00	52-65-4200
1206	Analytical Lab & Consultants	171376	Water Testing	11/11/2024	126.00	52-65-4200
1206	Analytical Lab & Consultants	171456	Water Testing	11/14/2024	155.00	52-65-4200
1206	Analytical Lab & Consultants	171792	Water Testing	11/30/2024	922.00	52-65-4200
1206	Analytical Lab & Consultants	171793	Water Testing	11/30/2024	1,357.00	52-65-4200
Total 1206:					3,135.00	
3693						
3693	Branch Engineering Inc	22560	Engineering Services	12/05/2024	38,386.48	51-78-8015
3693	Branch Engineering Inc	22561	Engineering Services	12/05/2024	630.20	10-41-4000
Total 3693:					39,016.68	
2549						
2549	Cascade Columbia Distribution	910889	Misc. P/W Expense	11/20/2024	2,965.80	52-65-4000
2549	Cascade Columbia Distribution	911832	Misc. P/W Expense	12/04/2024	2,565.80	52-65-4000
Total 2549:					5,531.60	
3407						
3407	Cascade Health Solutions	84591	Drug Testing	12/04/2024	41.00	11-44-6100
3407	Cascade Health Solutions	84591	Drug Testing	12/04/2024	240.00	52-65-5200
Total 3407:					281.00	
3732						
3732	Cash	12.10.24	Christmas Staff Party	12/10/2024	30.00	10-53-2200
Total 3732:					30.00	
3773						
3773	CenturyLink	NOV 2024	Phone Bill	11/28/2024	18.72	10-69-3500
3773	CenturyLink	NOV 2024	Phone Bill	11/28/2024	42.72	52-65-3500
3773	CenturyLink	NOV 2024	Phone Bill	11/28/2024	46.37	52-65-3500
3773	CenturyLink	NOV 2024	Phone Bill	11/28/2024	40.86	10-69-3500
3773	CenturyLink	NOV 2024	Phone Bill	11/28/2024	46.37	52-65-3500
3773	CenturyLink	NOV 2024	Phone Bill	11/28/2024	42.72	52-65-3500
3773	CenturyLink	NOV 2024	Phone Bill	11/28/2024	46.37	52-65-3500
3773	CenturyLink	NOV 2024	Phone Bill	11/28/2024	41.17	51-65-3500
3773	CenturyLink	NOV 2024	Phone Bill	11/28/2024	40.86	51-65-3500
3773	CenturyLink	NOV 2024	Phone Bill	11/28/2024	44.82	51-65-3500
Total 3773:					410.98	
2939						
2939	Cobalt Computer Services, Inc.	30235	Computer Service	11/28/2024	337.50	40-65-8015
2939	Cobalt Computer Services, Inc.	30291	Computer Service	11/28/2024	202.50	40-65-8015
2939	Cobalt Computer Services, Inc.	30351	Computer Service	11/30/2024	291.20	40-65-8015

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 2939:					831.20	
2720						
2720	Comcast	DEC 2024	Internet Service	12/02/2024	435.26	10-60-2000
2720	Comcast	DEC 2024 PW	Internet Service	12/01/2024	153.93	51-65-3550
2720	Comcast	DEC 2024 PW	Internet Service	12/01/2024	153.92	52-65-3550
2720	Comcast	DEC LIB 2024	Internet Service	11/23/2024	286.85	24-60-2525
Total 2720:					1,029.96	
1210						
1210	Conser Quarry Company	4292	Gravel	11/30/2024	701.45	51-65-4600
1210	Conser Quarry Company	4292	Gravel	11/30/2024	701.46	52-65-4600
Total 1210:					1,402.91	
3913						
3913	DataBar Inc	269190	Utility Billing Statements	12/04/2024	28.86	23-70-2500
3913	DataBar Inc	269190	Utility Billing Statements	12/04/2024	416.09	51-74-2200
3913	DataBar Inc	269190	Utility Billing Statements	12/04/2024	416.09	52-74-2200
Total 3913:					861.04	
3966						
3966	DCBS Fiscal Services	NOVEMBER 2	State Surcharge - Building/Electric	11/30/2024	953.94	26-70-1050
3966	DCBS Fiscal Services	NOVEMBER 2	State Surcharge - Building/Electric	11/30/2024	127.80	27-70-1050
Total 3966:					1,081.74	
3896						
3896	Delapoer Kidd PC	2073	Attorney Fees	12/02/2024	892.50	10-42-2700
3896	Delapoer Kidd PC	2073	Attorney Fees	12/02/2024	525.00	10-42-2500
Total 3896:					1,417.50	
4032						
4032	Excel Electric LLC	5572	Electrician	12/11/2024	1,750.00	10-72-6700
Total 4032:					1,750.00	
1946						
1946	Ferguson Waterworks	1292875	P/W Misc. Expense	11/12/2024	140.13	51-65-4600
Total 1946:					140.13	
1218						
1218	Grainger	9307067471A	Misc. P/W Supplies	11/06/2024	60.15	10-72-4000
1218	Grainger	9316525808	Misc. P/W Supplies	11/14/2024	612.36	10-72-6700
1218	Grainger	9321920964	Misc. P/W Supplies	11/19/2024	663.40	10-72-4000
1218	Grainger	9327669843	Misc. P/W Supplies	11/25/2024	86.07	10-72-6650
Total 1218:					1,301.68	
4071						
4071	HP Civil, Inc.	20-009C	Water Treatment Project	12/06/2024	280,911.39	51-78-8015

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 4071:					280,911.39	
1220						
1220	Hurd's Custom Machinery, Inc.	43663	Public Works Supplies	11/04/2024	57.72	51-65-4600
1220	Hurd's Custom Machinery, Inc.	43676	Public Works Supplies	11/05/2024	76.45	10-72-4000
1220	Hurd's Custom Machinery, Inc.	43750	Public Works Supplies	11/12/2024	36.82	51-65-4600
1220	Hurd's Custom Machinery, Inc.	43815	Public Works Supplies	11/21/2024	101.84	10-72-4000
Total 1220:					272.83	
2543						
2543	Industrial Source	2360084	Misc. P/W Supplies	11/30/2024	12.44	51-65-4600
2543	Industrial Source	2360084	Misc. P/W Supplies	11/30/2024	12.45	52-65-4600
Total 2543:					24.89	
3964						
3964	Jamie Knox	12.12.24	Milage	12/12/2024	57.62	10-63-2200
Total 3964:					57.62	
1221						
1221	Jerry's Home Improvement	274174/1	Misc Public Works Supplies	10/31/2024	56.48	10-72-6650
1221	Jerry's Home Improvement	276018/1	Misc Public Works Supplies	11/14/2024	148.19	10-72-6650
1221	Jerry's Home Improvement	471319	Misc Public Works Supplies	11/30/2024	2.00	10-72-6650
Total 1221:					206.67	
3432						
3432	John Deere Financial	15724884	Misc P/W Exp	11/21/2024	44.07	41-78-8170
3432	John Deere Financial	5726443	Misc P/W Exp	11/03/2024	155.62	41-78-8170
3432	John Deere Financial	5726545	Misc P/W Exp	11/03/2024	38.15	41-78-8170
Total 3432:					237.84	
3968						
3968	Junction City	NOVEMBER 2	Building/Electrical Permit Fees	11/30/2024	135.20	27-70-1000
3968	Junction City	NOVEMBER 2	Building/Electrical Permit Fees	11/30/2024	8,002.36	26-70-1000
Total 3968:					8,137.56	
3990						
3990	Junction City Point S	1020922	Repairs	11/25/2024	332.05	11-45-2100
3990	Junction City Point S	1020922	Repairs	11/25/2024	387.40	51-73-2100
3990	Junction City Point S	1020922	Repairs	11/25/2024	387.40	52-73-2100
3990	Junction City Point S	1020966	Repairs	11/26/2024	268.15	11-45-2100
3990	Junction City Point S	1020966	Repairs	11/26/2024	312.85	51-73-2100
3990	Junction City Point S	1020966	Repairs	11/26/2024	312.85	52-73-2100
Total 3990:					2,000.70	
4048						
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	19.24	10-60-2300
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	40.00	10-53-2200
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	10.00	10-53-2200
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	50.00	10-53-2200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	25.00	10-53-2200
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	75.00	10-53-2200
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	48.00	52-65-4600
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	13.50	51-65-4600
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	13.50	52-65-4600
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	116.48	10-72-4000
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	747.00	10-53-2200
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	503.79	10-53-2200
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	5.91	52-76-2000
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	4.39	10-60-2300
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	33.96	10-60-2300
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	10.90	10-60-2300
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	60.00	10-63-2000
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	48.00	51-65-4600
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	37.96	24-60-2000
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	20.67	24-60-2000
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	189.00	41-78-8170
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	33.00	10-53-2200
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	3.00	10-53-2200
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	256.88	52-76-2000
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	379.28	10-60-2300
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	18.19	10-53-2200
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	39.54	24-60-2000
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	345.87	24-60-3050
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	41.89	24-60-3050
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	65.12	10-37-2100
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	15.99	10-72-4000
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	591.08	24-60-2000
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	37.83	24-60-3050
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	69.00	10-53-2200
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	887.13	24-60-2000
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	7.70	24-60-2000
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	16.99	24-60-3050
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	51.30	10-60-2710
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	16.12	10-53-2200
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	47.55	24-60-3050
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	57.23	24-60-3050
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	179.99	10-72-4000
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	95.00	24-60-3200
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	95.00	24-60-3200
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	49.99	24-60-3050
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	34.45	24-60-3050
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	109.95	24-60-3050
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	115.19	24-60-3050
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	4.89	24-60-2000
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	110.55	24-60-3050
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	40.57	24-60-2000
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	21.00	24-60-2000
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	54.98	24-60-2000
4048	KeyBank Key Card	NOVEMBER 2	Misc Credit Card Charges	11/30/2024	15.99	24-60-3050

Total 4048:

5,857.40

4073

4073	Leila White	12.12.24	Rental Cancelation Refund	12/12/2024	125.00	10-37-4000
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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 4073:					125.00	
2308						
2308	Linn County Planning Dept.	12.12.24	CUP Permit	12/12/2024	3,500.00	61-70-7000
Total 2308:					3,500.00	
2489						
2489	Lori Ross	1209241	Reimbursement	12/09/2024	175.14	10-53-2200
Total 2489:					175.14	
3839						
3839	Matt Renfro	12.3.24	Reimbursement	12/03/2024	30.00	23-70-2500
Total 3839:					30.00	
3292						
3292	Mid-Valley Tractor	74615	Misc P/W Exp	11/01/2024	43.26	10-72-6700
Total 3292:					43.26	
2644						
2644	Net Assets	54-202411	Lien Searches	12/02/2024	94.00	10-53-2250
Total 2644:					94.00	
1102						
1102	NW Natural Gas Co.	DEC 2024	Utilities	12/10/2024	252.37	10-69-2000
1102	NW Natural Gas Co.	DEC 2024 PU	Utilities	12/11/2024	51.34	52-65-2700
1102	NW Natural Gas Co.	DEC 2024 PW	Utilities	12/10/2024	669.53	51-65-2700
Total 1102:					973.24	
1245						
1245	One Call Concepts, Inc.	4110378A	Locates	11/30/2024	15.65	51-65-4600
1245	One Call Concepts, Inc.	4110378A	Locates	11/30/2024	15.64	52-65-4600
Total 1245:					31.29	
1862						
1862	Oregon DMV	L0061520759	Record Inquiry	11/27/2024	11.30	10-42-2800
Total 1862:					11.30	
3096						
3096	Pacific Office Automation	886671	Telephone	11/21/2024	120.64	52-65-3500
3096	Pacific Office Automation	886671	Telephone	11/21/2024	120.64	51-65-3500
3096	Pacific Office Automation	886671	Telephone	11/21/2024	35.21	24-60-2500
3096	Pacific Office Automation	886671	Telephone	11/21/2024	120.65	10-69-3500
3096	Pacific Office Automation	894940	Copier Contract	11/25/2024	117.80	10-60-2100
Total 3096:					514.94	
1853						
1853	Pape' Machinery	15724884	Misc PW	10/31/2024	44.07	11-45-3000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 1853:					44.07	
1814						
1814	Peterson CAT	SW510087194	Public Works Supplies	12/11/2024	1,187.35	11-45-2100
1814	Peterson CAT	SW510087194	Public Works Supplies	12/11/2024	1,385.24	51-73-2100
1814	Peterson CAT	SW510087194	Public Works Supplies	12/11/2024	1,385.24	52-73-2100
Total 1814:					3,957.83	
2108						
2108	Postmaster	2024 ANNUAL	City PO Box Fee	12/01/2024	51.34	10-60-2400
2108	Postmaster	2024 ANNUAL	City PO Box Fee	12/01/2024	51.33	51-74-2200
2108	Postmaster	2024 ANNUAL	City PO Box Fee	12/01/2024	51.33	52-74-2200
Total 2108:					154.00	
3582						
3582	Sierra Springs	21792967 1207	Bottled Water	12/07/2024	42.79	10-53-2200
Total 3582:					42.79	
2927						
2927	Staples Business Advantage	6016817062	Office Supplies	11/12/2024	12.58	10-60-2300
2927	Staples Business Advantage	6016817062	Office Supplies	11/12/2024	12.58	51-74-2400
2927	Staples Business Advantage	6016817062	Office Supplies	11/12/2024	12.57	52-74-2400
2927	Staples Business Advantage	6018675622	Office Supplies	12/03/2024	14.19	10-60-2300
2927	Staples Business Advantage	6018675622	Office Supplies	12/03/2024	14.19	51-74-2400
2927	Staples Business Advantage	6018675622	Office Supplies	12/03/2024	14.18	52-74-2400
2927	Staples Business Advantage	6018675623	Office Supplies	12/03/2024	13.96	10-60-2300
2927	Staples Business Advantage	6018675623	Office Supplies	12/03/2024	13.96	51-74-2400
2927	Staples Business Advantage	6018675623	Office Supplies	12/03/2024	13.95	52-74-2400
2927	Staples Business Advantage	6018874172	Office Supplies	12/06/2024	29.94	10-60-2300
2927	Staples Business Advantage	6018874172	Office Supplies	12/06/2024	29.93	51-74-2400
2927	Staples Business Advantage	6018874172	Office Supplies	12/06/2024	29.94	52-74-2400
Total 2927:					211.97	
1144						
1144	Suzan Jackson	246	Janitor Services	11/30/2024	630.00	10-72-4100
1144	Suzan Jackson	246	Janitor Services	11/30/2024	420.00	10-72-4100
1144	Suzan Jackson	247	Janitor Services	12/31/2024	.00	10-72-4100
1144	Suzan Jackson	247	Janitor Services	12/31/2024	.00	10-72-4100
Total 1144:					1,050.00	
2227						
2227	TEC Equipment, Inc.	5013046ES	Misc. P/W Vehicle Exp	10/17/2024	5,897.15	11-45-3000
Total 2227:					5,897.15	
4074						
4074	Tori Clark	12142024-1	Library Paint Party	12/14/2024	500.00	24-60-3050
Total 4074:					500.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
4043						
4043	TWGW, Inc. Napa Auto Parts	717778	Repairs	11/01/2024	97.23	10-72-6700
Total 4043:					97.23	
3866						
3866	Umpqua Valley Financial, LLC	8884	Audit Services	12/03/2024	930.00	10-41-2000
3866	Umpqua Valley Financial, LLC	8884	Audit Services	12/03/2024	390.00	11-42-2000
3866	Umpqua Valley Financial, LLC	8884	Audit Services	12/03/2024	810.00	51-60-2000
3866	Umpqua Valley Financial, LLC	8884	Audit Services	12/03/2024	870.00	52-60-2000
Total 3866:					3,000.00	
3663						
3663	Water Refunds	#11709.02	Utility Billing Overpayment	12/02/2024	24.61	01-1075
3663	Water Refunds	#11829.01	Utility Billing Overpayment	12/05/2024	343.55	01-1075
3663	Water Refunds	#557.07	Utility Billing Overpayment	12/12/2024	2.59	01-1075
3663	Water Refunds	24-T-0164	Court Refund	12/10/2024	15.00	10-42-2200
Total 3663:					385.75	
1239						
1239	WECO	CP-00289403	PW Gas Exp	11/30/2024	400.65	11-45-2000
1239	WECO	CP-00289403	PW Gas Exp	11/30/2024	467.43	51-73-2000
1239	WECO	CP-00289403	PW Gas Exp	11/30/2024	467.42	52-73-2000
Total 1239:					1,335.50	
Grand Totals:					378,102.78	

Dated: _____

Mayor: _____

City Council: _____

Payment Approval Report
Expense Account Key

City Council:	Fund Number	G.L. Number Acct
_____	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
_____	Building Permit Fund 26	26-XX- XXXX
_____	Electrical Permit Fund 27	27-XX- XXXX
_____	Debt Services Fund 30	30-XX- XXXX
_____	Office Equip. Fund 40	40-XX- XXXX
_____	Equipment Fund 41	41-XX- XXXX
City Recorder: _____	Water Fund 51	51-XX- XXXX
_____	Sewer Fund 52	52-XX- XXXX
City Treasurer: _____	Sewer Resv Fund 56	56-XX- XXXX

Agenda Bill
Harrisburg City Council
 Harrisburg, Oregon

THE MATTER OF FILLING A VACANCY ON THE LIBRARY BOARD

STAFF REPORT:

Exhibit A: Library Board Application for Madison Stepherson

ACTION: THE APPROVAL OF THE CONSENT LIST WILL APPROVE THE MAYORAL APPOINTMENT AND THE CITY COUNCIL CONFIRMING THE VOTE FOR THE APPOINTMENT OF MADISON STEPHERSON, FOR A TERM ENDING JUNE 30, 2028

THIS AGENDA BILL IS DESTINED FOR: Consent Agenda -January 14, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
n/a	n/a	n/a

STAFF RECOMMENDATION:

Staff recommends the Mayor appoint and the City Council give its confirming vote of the appointment of Madison Stepherson for term ending June 30, 2025

LIBRARY BOARD RECOMMENDATION:

The Library Board met on January 7, 2025 and voted to recommend that the Mayor of Harrisburg appoint Madison Stepherson to the Library Board for a term ending June 30, 2028.

BACKGROUND INFORMATION:

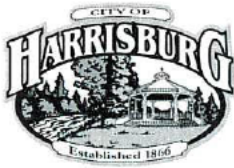
As per the Library Board bylaws and HMC Chapter 2.20, the Library Board consists of five members. At this time, the Library Board has two vacancies due to members moving out of the area.

Applicant Madison Stepherson teaches at the University of Oregon and is currently working on her PhD. She stated in her application (**Exhibit A**) that books have always been important to her, and she would love the chance to ensure the next generation has a love of books and learning too.

The Mayor appoints all Library Board positions with a confirmation vote by the City Council.

REVIEW AND APPROVAL:

Lori Ross 1/8/2025
 Lori Ross/City Recorder Date



City of Harrisburg
120 Smith Street
Harrisburg, OR 97446
Phone (541) 995-6655
www.ci.harrisburg.or.us

BOARD & COMMITTEE APPLICATION FORM

Planning Commission, Budget Committee, and Library Board

Name: Madison Stepherson

Address: [Redacted]

Phone Number: [Redacted]

Email: [Redacted]

Are you a Harrisburg resident? Yes No

Employment: Teach @ University of Oregon

In which position are you interested?*

Library Board

Tell us why you would like to be included on the Board or Committee of your choice and what you will contribute:

Books have always been important to me. As a child I loved the library and I would love the chance to serve and ensure the next generation has a love of books + learning, too.

Please list any schooling, hobbies, prior experience or any other information that would indicate how you would contribute to the Board or Committee.

I am writing my dissertation right now (for my PhD) and spend a lot of time in libraries. In my eleven years of higher education, I have always valued the library and resources offered.

Please list a personal/professional reference that we may contact:

Name: Clare Buhler

Address: [REDACTED]

Phone Number: [REDACTED]

Relation to you: Pastor

By providing your signature below, you acknowledge that you are the applicant for the committee position and authorize the City to contact your references.

Wade Steyer

*Please be aware that candidates for Planning Commission are subject to State Ethic Law Requirements. For further information on ethics laws and what the requirements are, please ask for Lori Ross, City Recorder.

**Please submit completed applications to PO Box 378, Harrisburg, Oregon 97446 or in person at 354 Smith St or by emailing to lross@ci.harrisburg.or.us.

Code	Description	Count	Amount	GL Account
Court Costs				
AF	ATTORNEY FEE	1	4.80	
CF	COLLECTION FEE	8	875.47	
COSTS	COURT COSTS	17	652.44	
DEF-ADJUD	DEF ADJUDICATION	6	897.22	
LPF	LATE PAYMENT FEE	23	102.68	
PA	PAYMENT ARRANGEMENT- FEE	11	123.42	
SUSP	SUSPENSION FEE	19	121.16	
WF	WARRANT FEE	12	84.81	
Total Court Costs:		97	2,862.00	
Fines				
AMD	CHARGE AMENDED	1	266.91	
DISM	CHARGE DISMISSED	1	25.00	
DIV	DIVERSION AGREEMENT	4	375.00	
GBD	GUILTY BY DEFAULT	72	6,425.70	
GUILTY	FOUND GUILTY	18	1,844.35	
Total Fines:		96	8,936.96	
Surcharges				
COUNTY	COUNTY ASSESSMENT	13	192.00	
DIV STATE	STATE ASSESSMENT	2	370.00	
STATE	STATE ASSESSMENT	27	1,144.85	
Total Surcharges:		42	1,706.85	
Grand Totals:		235	13,505.81	

Report Criteria:

Case.Violation date = 12/01/2024-12/31/2024

Agency	Case Number	Citation Numbers	Violation Date	Primary Offense	Location
LCS	24-T-0220	228826	12/02/2024	EXPIRED VEHICLE REGISTRATION	576 S. 3RD ST
COBURG PD	24-T-0221	1578	12/04/2024	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & N. 9TH ST
COBURG PD	24-T-0222	1953	12/06/2024	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & N. 8TH ST
COBURG PD	24-T-0228	1072	12/07/2024	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	7TH ST & TERRITORIAL
LCSO	24-T-0223	228920	12/09/2024	VIOLATING DESIGNATED SPEED SCHOOL ZONE	699 S. 9TH ST & LASALLE ST
LCS	24-T-0226	228939	12/11/2024	DWS; DRIVE UNINSURED; EXPIRED VEHICLE REG	199 S. 3RD ST & MOORE ST
LCSO	24-T-0224	228941	12/11/2024	DRIVE WHILE SUSPENDED/REVOKED	599 LASALLE ST & S. 6TH ST
LCS	24-T-0227	228943	12/11/2024	DRIVING WHILE UNINSURED	340 N. 3RD ST
COHB	24-M-0059	24-M-0059	12/11/2024	FAILURE TO APPEAR ON CRIMINAL CITATION	
LCSO	24-T-0225	228957	12/12/2024	DRIVING UNINSURED; NO OPERATOR LICENSE	360 N. 6TH ST
COBURG PD	24-T-0233	1800	12/15/2024	VIOLATING DESIGNATED SPEED 11-20 MPH	S 6TH ST/ SOMMERVILLE LP
COBURG PD	24-T-0230	1585	12/17/2024	VIOLATING DESIGNATED SPEED 11-20 MPH	6TH ST & SOMMERVILLE LP
COBURG PD	24-T-0229	1586	12/17/2024	DRIVING WHILE UNINSURED	3RD ST & LASALLE ST
LCSO	24-T-0232	228998	12/17/2024	FAIL TO CARRY PROOF OF INSURANCE	299 TERRITORIAL & N. 3RD ST
COBURG PD	24-T-0231	1589	12/18/2024	VIOLATING DESIGNATED SPEED 11-20 MPH	6TH ST & SOMMERVILLE LP
LCSO	24-M-0060	229014	12/19/2024	DRIVE WHILE SUSPENDED - MISD	MCMULLEN LN/99E
LCS	24-T-0234	229035	12/22/2024	VDS 11-20 MPH; NO OPER LICENSE; FTC PROOF INS	100 S 3RD ST/ SMITH ST
LCS	24-M-0061	229046	12/24/2024	FTP DUTIES OF DRIVER; DWS MISDEMEANOR	340 N 3RD ST
LCS	24-T-0236	229046A	12/24/2024	FAILURE TO INSTALL IGNITION INTERLOCK DEVICE	340 N 3RD ST
LCSO	24-T-0235	229057	12/26/2024	DWS; DRIVE UNINSURED	331 TERRITORIAL ST
LCSO	25-T-0002	229083	12/30/2024	DWS; DRIVE UNINSURED; OPER W/O REQ LIGHTS	314 N. 3RD ST

Grand Totals:

21 CITATIONS ISSUED FOR A TOTAL OF 31 OFFENSES