



City Council Business Meeting Agenda  
December 08, 2020  
6:30 PM

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Mayor: Robert Duncan  
Council President: Mike Caughey  
Councilors: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, and  
Charlotte Thomas.  
Meeting Location: Harrisburg Municipal Center 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/Assistant City Administrator Michele Eldridge, at 541-995-6655*
8. *Meetings are held in a facility that is disinfected. Masks are required if there are 10 or more people in the room. Seating is set with 6' physical separation in mind.*
9. *If you wish to testify, and are unable to attend due to the Coronavirus Pandemic, 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.)

**1. THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSSO**

**STAFF REPORT:**

Exhibit A: If the City Report and Contract Reports are provided to The City prior to when the agenda is compiled, the reports will be attached to this staff report.

**ACTION: DISCUSSION ONLY**

**RESOLUTIONS**

**2. THE MATTER OF APPROVING RESOLUTION NO. 1248 IN ORDER TO ACCEPT THE CANVASS OF ELECTION VOTES FROM THE NOVEMBER 3, 2020 GENERAL ELECTION**

**STAFF REPORT:**

Exhibit A: Resolution No. 1248

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1248, "A RESOLUTION ACCEPTING THE CANVASS OF ELECTION VOTES FROM THE NOVEMBER 3, 2020 GENERAL ELECTION FOR HARRISBURG CITY COUNCIL POSITIONS (MAYOR AND 3 COUNCIL POSITIONS)".**

**NEW BUSINESS**

**3. THE MATTER OF APPROVING THE 1st QUARTER 2020/2021 EXPENSE REPORT**

**STAFF REPORT:**

Exhibit A: 1st Quarter Expense Report Ending September  
30,2020

**ACTION: MOTION TO APPROVE THE 1st QUARTER 2020/2021 EXPENSE REPORT.**

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

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

**STAFF REPORT:**

Exhibit A: City Council Minutes for October 13, 2020

Exhibit B: City Council Minutes for October 27, 2020

Exhibit C: Payment Approval Report for November 2020

Exhibit D: Library Board Member Appointment

Exhibit E: Planning Commission Minutes for October 20, 2020

Exhibit F: Library Board Minutes for October 8, 2020

**ACTION: MOTION TO APPROVE THE CONSENT LIST**

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

- The City Council Minutes for October 13, and October 27, 2020
- The Payment Approval Report for November 2020
- The appointment of Dez Hansen to the Library Board for a term ending June 30, 2024

**CITY ADMINISTRATOR VERBAL REPORT:**

1. Oregon General Obligation Bonds, & Series 2019 Interim Arbitrage Compliance Report
2. Council Amazon Fire Pads
3. Building Permit Assumption Plan - 1st Public Meeting @ Building Codes Division
4. City Day at the Capitol – January 28, 2021

**OTHER ITEMS:**

**The City Council meeting will be recessed after Other Items in order to allow the HRA Board to meet. The City Council meeting will be returned to a live meeting, prior to the Executive Session, as well as following the Executive Session.**

**AN EXECUTIVE SESSION UNDER ORS 192.660(1)(2)(A) WILL NOW BE OPENED**

5. **THE MATTER OF AN EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT OF A CITY ADMINISTRATOR AS PROVIDED FOR IN ORS 192.660 (1)(2)(A).**

**STAFF REPORT: No Exhibits**

**ACTION: NO MOTION OR ACTION, DISCUSSION ONLY**

**ADJOURN**

# Agenda Bill

## Harrisburg City Council

Harrisburg, Oregon

**THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO STAFF REPORT:**

Exhibit A: If the City Report and Contract Reports are provided to the City prior to when the agenda is compiled, the reports will be attached to this staff report.

**ACTION:**                   **DISCUSSION ONLY**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – December 8, 2020

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

**STAFF RECOMMENDATION:**

**Staff recommend that City Council listen to the presentation provided by a representative from LCSO**

**BACKGROUND INFORMATION:**

Every month, Sergeant Greg Klein provides the City with both the LCSO City Report and the Contract Report for the previous month’s activities. If the reports are provided in time for the agenda process, they will be attached as exhibits. If they are provided after that point, but prior to the meeting, then Staff will forward them via email to Council members and will print them in time for the meeting. (LCSO Reports not appearing in the Council Agendas will be provided in the Minutes for that meeting instead.)

This process gives Council the chance to review responses and actions in relation to both criminal and non-criminal activities by LCSO deputies in town on a monthly basis.

Please note that this is the last meeting that Sergeant Klein will possibly be attending prior to his retirement. We wish him joy and plenty of hunting in the future!

**REVIEW AND APPROVAL:**

\_\_\_\_\_  
John Hitt    Date  
City Administrator



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

**THE MATTER OF APPROVING RESOLUTION NO. 1248 IN ORDER TO ACCEPT THE CANVASS OF ELECTION VOTES FROM THE NOVEMBER 3, 2020 GENERAL ELECTION**

**STAFF REPORT:**

Exhibit A: Resolution No. 1248

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1248, “A RESOLUTION ACCEPTING THE CANVASS OF ELECTION VOTES FROM THE NOVEMBER 3, 2020 GENERAL ELECTION FOR HARRISBURG CITY COUNCIL POSITIONS (MAYOR AND 3 COUNCIL POSITION)”.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – December 8, 2020

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

**STAFF RECOMMENDATION:**  
**Staff recommend that the City Council approve Resolution No. 1248**

**BACKGROUND INFORMATION:**  
The City Elections Clerk has received the official results and abstract from the Linn County Elections Office for the General Election held on November 3, 2020. These are the official election results for the Mayor, and for three City Council positions. State election laws and the City Charter both require that the Council approves and ratifies the Election Results.

Resolution No. 1248 officially declares the election results for the City of Harrisburg for the November 3, 2020 general election. Exhibit A is extremely hard to read, because of how the county creates the abstract report. Staff will have the actual abstract at the meeting if anyone should wish to see it. However, the numbers shown on the resolution are correct and verified.

Staff is frequently asked if they know who the write-ins were for the City of Harrisburg. However, ORS 254.500 does not allow the Linn County Elections Office to tally the write-ins unless it falls within specific parameters.

**REVIEW AND APPROVAL:**

\_\_\_\_\_ Date  
John Hitt  
City Administrator

**RESOLUTION NO. 1248**

**A RESOLUTION ACCEPTING THE CANVASS OF ELECTION VOTES FROM THE NOVEMBER 3, 2020 GENERAL ELECTION FOR HARRISBURG CITY COUNCIL POSITIONS (MAYOR AND 3 COUNCIL POSITIONS)**

WHEREAS, at a General Election held in the State of Oregon, County of Linn, in the City of Harrisburg on November 3, 2020, the certified candidates for office of Mayor, and three City Council positions, were submitted to the voters; and,

WHEREAS, the City of Harrisburg has received the certified abstract of election results from the Linn County Elections Clerk on November 24, 2020.

NOW, THEREFORE, BE IT RESOLVED the attached Canvass of Election Votes for the City of Harrisburg for Mayor and three Council Positions, attached hereto as **Exhibit A** and by this reference incorporated herein, be accepted as the final election results.

Section 1: The votes cast by the electors of the City of Harrisburg for one Mayor Position, and three Council Positions at the general election of November 3, 2020, are hereby found, determined, and declared to be as follows:

|   |                          |
|---|--------------------------|
| <b>Mayor (Vote for One)</b>                           | <b>Total Votes: 1377</b> |
| Robert (Bobby) Duncan                                 | 1,259 91.43%             |
| Miscellaneous write-ins                               | 118 8.57%                |
| <br>  |                          |
| <b>City Council Members at-large (Vote for Three)</b> | <b>Total Votes: 3265</b> |
| Randy Klemm   | 1,097 33.60%             |
| Robert Boese  | 1,042 31.91%             |
| Mike Caughey  | 1,034 31.67%             |
| Miscellaneous write-ins                               | 92 2.82%                 |

Section 2. Pursuant to City of Harrisburg City Charter Chapter VI Elections, Section 29 Canvass of Returns, and to the foregoing election results, certified to by the Linn County Elections Clerk, and canvassed and ratified by the City Council by this resolution, it is hereby found, determined and declared that the following are the official results of the general election held on November 3, 2020.

**MAYOR** Robert (Bobby) Duncan

**COUNCIL MEMBERS AT LARGE** Randy Klemm  
Robert Boese  
Mike Caughey

Section 3: The City Recorder and Elections Clerk is hereby directed to issue certificates of election to the persons declared elected in Section 2 immediately after the effective date of this resolution.

Adopted by the City Council of the City of Harrisburg, Oregon, and made effective the 8<sup>th</sup> day of December 2020.

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Mayor

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City Recorder

Office Report  
 Linn County  
 General Presidential Election - Nov. 3, 2020  
 All Precincts, All Districts, All ScanStations, All Contests, All Boxes  
 Final and Official  
 Total Ballots Cast: 73216

**City of Harrisburg - Mayor (Vote for 1)**

| Precinct     | Total<br>Votes | Robert (Bobby)<br>Duncan | Write-in         | Over<br>Votes | Under<br>Votes |
|--------------|----------------|--------------------------|------------------|---------------|----------------|
| Precinct 049 | 1377           | 1259 91.43%              | 116 8.57%        | 2             | 619            |
| <b>Total</b> | <b>1377</b>    | <b>1259 91.43%</b>       | <b>116 8.57%</b> | <b>2</b>      | <b>619</b>     |



Office Report  
 Linn County  
 General Presidential Election - Nov. 3, 2020  
 All Precincts, All Districts, All ScanStations, All Contests, All Boxes  
 Final and Official  
 Total Ballots Cast: 73215

City of Harrisburg Council Members (Vote for 3)

| Precinct      | Total Votes | Robert Boese | Mike Caughay | Randy Klunin | Write-in | Write-in | Write-in | Over Votes | Under Votes |
|---------------|-------------|--------------|--------------|--------------|----------|----------|----------|------------|-------------|
| Precincts 379 | 3265        | 1042 31.91%  | 1034 31.67%  | 1097 33.60%  | 51 1.56% | 22 0.67% | 19 0.58% | 9          | 2720        |
| Total         | 3265        | 1042 31.91%  | 1034 31.67%  | 1097 33.60%  | 51 1.56% | 22 0.67% | 19 0.58% | 9          | 2720        |

I hereby certify this copy to be a true, full and correct copy of the original now on record in my office.  
 STEVE DRUCKENMILLER

*Mariane Zichay* County Clerk  
 Deputy 11/20/20



**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**GENERAL FUND**

**REVENUES (RESOURCES)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>       | <b>UNEARNED</b>     | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|---------------------|---------------------|-------------------|
| BEGINNING FUND BALANCE                         | 682,300.00           | 682,300.00        | 682,300.00          | 0.00                | 100.00%           |
| TAXES  | 5,267.69             | 5,267.69          | 609,451.00          | 604,183.31          | 0.86%             |
| FRANCHISE FEES                                 | 40,112.29            | 40,112.29         | 340,380.00          | 300,267.71          | 11.78%            |
| LICENSES AND PERMITS                           | 12,293.10            | 12,293.10         | 66,500.00           | 54,206.90           | 18.49%            |
| INTERGOVERNMENTAL REVENUE                      | 29,507.11            | 29,507.11         | 152,800.00          | 123,292.89          | 19.31%            |
| FINES AND FORFEITURES                          | 10,799.89            | 10,799.89         | 30,100.00           | 19,300.11           | 35.88%            |
| INVESTMENT REVENUE                             | 1,228.80             | 1,228.80          | 19,000.00           | 17,771.20           | 6.47%             |
| MISCELLANEOUS REVENUE                          | 3,222.39             | 3,222.39          | 6,750.00            | 3,527.61            | 47.74%            |
| <b>TOTAL FUND REVENUE</b>                      | <b>784,731.27</b>    | <b>784,731.27</b> | <b>1,907,281.00</b> | <b>1,122,549.73</b> | <b>41.14%</b>     |

**EXPENDITURES  
(REQUIREMENTS)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>       | <b>REMAINING</b>    | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|---------------------|---------------------|-------------------|
| PERSONNEL                                      | 114,764.63           | 114,764.63        | 498,019.00          | 383,254.37          | 23.04%            |
| MATERIALS & SERVICE                            | 116,936.93           | 116,936.93        | 694,173.00          | 577,236.07          | 16.85%            |
| CAPITAL OUTLAY                                 | 7,450.00             | 7,450.00          | 40,000.00           | 32,550.00           | 18.63%            |
| SPECIAL PAYMENTS                               | 15,000.00            | 15,000.00         | 15,000.00           | 0.00                | 100.00%           |
| TRANSFERS OUT                                  | 92,999.99            | 92,999.99         | 267,000.00          | 174,000.01          | 34.83%            |
| CONTINGENCY                                    | 0.00                 | 0.00              | 190,728.00          | 190,728.00          | 0.00%             |
| UNAPPROPRIATED ENDING FUND BALANCE             | 0.00                 | 0.00              | 202,361.00          | 202,361.00          | 0.00%             |
| <b>TOTAL FUND EXPENDITURES</b>                 | <b>347,151.55</b>    | <b>347,151.55</b> | <b>1,907,281.00</b> | <b>1,560,129.45</b> | <b>18.20%</b>     |
| <b>NET REVENUES OVER EXPENDITURES</b>          | <b>437,579.72</b>    | <b>437,579.72</b> | <b>1,907,281.00</b> | <b>1,469,701.28</b> | <b>22.94%</b>     |

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**STREET FUND**

**REVENUES (RESOURCES)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>       | <b>UNEARNED</b>   | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|---------------------|-------------------|-------------------|
| BEGINNING FUND BALANCE                         | 567,000.00           | 567,000.00        | 567,000.00          | 0.00              | 100.00%           |
| TAXES & ASSESSMENTS                            | 100.81               | 100.81            | 436.00              | 335.19            | 23.12%            |
| INTERGOVERNMENTAL REVENUE                      | 51,128.85            | 51,128.85         | 806,000.00          | 754,871.15        | 6.34%             |
| INVESTMENT REVENUE                             | 1,067.11             | 1,067.11          | 16,500.00           | 15,432.89         | 6.47%             |
| MISCELLANEOUS REVENUE                          | 100.00               | 100.00            | 200.00              | 100.00            | 50.00%            |
| TRANSFERS IN                                   | 42,499.98            | 42,499.98         | 170,000.00          | 127,500.02        | 25.00%            |
| <b>TOTAL FUND REVENUE</b>                      | <b>661,896.75</b>    | <b>661,896.75</b> | <b>1,560,136.00</b> | <b>898,239.25</b> | <b>42.43%</b>     |

**EXPENDITURES  
(REQUIREMENTS)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>       | <b>REMAINING</b>    | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|---------------------|---------------------|-------------------|
| PERSONNEL                                      | 11,378.87            | 11,378.87         | 44,731.00           | 33,352.13           | 25.44%            |
| MATERIALS & SERVICE                            | 11,734.67            | 11,734.67         | 89,100.00           | 77,365.33           | 13.17%            |
| CAPITAL OUTLAY                                 | 4,423.01             | 4,423.01          | 1,226,000.00        | 1,221,576.99        | 0.36%             |
| TRANSFERS OUT                                  | 5,000.01             | 5,000.01          | 20,000.00           | 14,999.99           | 25.00%            |
| CONTINGENCY                                    | 0.00                 | 0.00              | 78,007.00           | 78,007.00           | 0.00%             |
| UNAPPROPRIATED ENDING FUND BALANCE             | 0.00                 | 0.00              | 102,298.00          | 102,298.00          | 0.00%             |
| <b>TOTAL FUND EXPENDITURES</b>                 | <b>32,536.56</b>     | <b>32,536.56</b>  | <b>1,560,136.00</b> | <b>1,527,599.44</b> | <b>2.09%</b>      |
| <b>NET REVENUES OVER EXPENDITURES</b>          | <b>629,360.19</b>    | <b>629,360.19</b> | <b>1,560,136.00</b> | <b>930,775.81</b>   | <b>40.34%</b>     |



**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**BIKE FUND**

**REVENUES (RESOURCES)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>    | <b>UNEARNED</b> | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|------------------|-----------------|-------------------|
| BEGINNING FUND BALANCE                         | 38,000.00            | 38,000.00         | 38,000.00        | 0.00            | 100.00%           |
| TAX REVENUE                                    | 516.45               | 516.45            | 2,500.00         | 1,983.55        | 20.66%            |
| INVESTMENT REVENUE                             | 45.27                | 45.27             | 700.00           | 654.73          | 6.47%             |
| <b>TOTAL FUND REVENUE</b>                      | <b>38,561.72</b>     | <b>38,561.72</b>  | <b>41,200.00</b> | <b>2,638.28</b> | <b>93.60%</b>     |

**EXPENDITURES  
(REQUIREMENTS)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>    | <b>REMAINING</b> | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|------------------|------------------|-------------------|
| CAPITAL OUTLAY                                 | 0.00                 | 0.00              | 41,200.00        | 41,200.00        | 0.00%             |
| <b>TOTAL FUND EXPENDITURES</b>                 | <b>0.00</b>          | <b>0.00</b>       | <b>41,200.00</b> | <b>41,200.00</b> | <b>0.00%</b>      |
| <b>NET REVENUES OVER EXPENDITURES</b>          | <b>38,561.72</b>     | <b>38,561.72</b>  | <b>41,200.00</b> | <b>2,638.28</b>  | <b>93.60%</b>     |

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**COMMUNITY AND ECONOMIC DEVELOPMENT FUND**

**REVENUES (RESOURCES)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>     | <b>UNEARNED</b>  | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|-------------------|------------------|-------------------|
| BEGINNING FUND BALANCE                         | 196,100.00           | 196,100.00        | 196,100.00        | 0.00             | 100.00%           |
| INVESTMENT REVENUE                             | 355.71               | 355.71            | 5,500.00          | 5,144.29         | 6.47%             |
| MISCELLANEOUS REVENUE                          | 7.00                 | 7.00              | 8,500.00          | 8,493.00         | 0.08%             |
| <b>TOTAL FUND REVENUE</b>                      | <b>196,462.71</b>    | <b>196,462.71</b> | <b>210,100.00</b> | <b>13,637.29</b> | <b>93.51%</b>     |

**EXPENDITURES  
(REQUIREMENTS)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>     | <b>REMAINING</b>  | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|-------------------|-------------------|-------------------|
| MATERIALS & SERVICE                            | 5,076.96             | 5,076.96          | 61,355.00         | 56,278.04         | 8.27%             |
| CAPITAL OUTLAY                                 | 0.00                 | 0.00              | 148,745.00        | 148,745.00        | 0.00%             |
| <b>TOTAL FUND EXPENDITURES</b>                 | <b>5,076.96</b>      | <b>5,076.96</b>   | <b>210,100.00</b> | <b>205,023.04</b> | <b>2.42%</b>      |
| <b>NET REVENUES OVER EXPENDITURES</b>          | <b>191,385.75</b>    | <b>191,385.75</b> | <b>210,100.00</b> | <b>18,714.25</b>  | <b>91.09%</b>     |

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**LIBRARY FUND**

**REVENUES (RESOURCES)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>     | <b>UNEARNED</b>  | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|-------------------|------------------|-------------------|
| BEGINNING FUND BALANCE                         | 52,400.00            | 52,400.00         | 52,400.00         | 0.00             | 100.00%           |
| INVESTMENT REVENUE                             | 77.61                | 77.61             | 1,200.00          | 1,122.39         | 6.47%             |
| MISCELLANEOUS REVENUE                          | 374.40               | 374.40            | 1,950.00          | 1,575.60         | 19.20%            |
| TRANSFERS IN                                   | 20,499.99            | 20,499.99         | 82,000.00         | 61,500.01        | 25.00%            |
| <b>TOTAL FUND REVENUE</b>                      | <b>73,352.00</b>     | <b>73,352.00</b>  | <b>137,550.00</b> | <b>64,198.00</b> | <b>53.33%</b>     |

**EXPENDITURES  
(REQUIREMENTS)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>     | <b>REMAINING</b>  | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|-------------------|-------------------|-------------------|
| PERSONNEL                                      | 10,465.24            | 10,465.24         | 58,933.00         | 48,467.76         | 17.76%            |
| MATERIALS & SERVICE                            | 5,010.02             | 5,010.02          | 25,300.00         | 20,289.98         | 19.80%            |
| CAPITAL OUTLAY                                 | 0.00                 | 0.00              | 5,000.00          | 5,000.00          | 0.00%             |
| CONTINGENCY                                    | 0.00                 | 0.00              | 6,878.00          | 6,878.00          | 0.00%             |
| UNAPPROPRIATED ENDING FUND BALANCE             | 0.00                 | 0.00              | 41,439.00         | 41,439.00         | 0.00%             |
| <b>TOTAL FUND EXPENDITURES</b>                 | <b>15,475.26</b>     | <b>15,475.26</b>  | <b>137,550.00</b> | <b>122,074.74</b> | <b>11.25%</b>     |
| <b>NET REVENUES OVER EXPENDITURES</b>          | <b>57,876.74</b>     | <b>57,876.74</b>  | <b>137,550.00</b> | <b>79,673.26</b>  | <b>42.08%</b>     |

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**STORM DRAIN FUND**

**REVENUES (RESOURCES)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b> | <b>UNEARNED</b> | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|---------------|-----------------|-------------------|
| BEGINNING FUND BALANCE                         | 272,800.00           | 272,800.00        | 272,800.00    | 0.00            | 100.00%           |
| STORM WATER ASSESSMENT REVENUES                | 11,535.76            | 11,535.76         | 65,000.00     | 53,464.24       | 17.75%            |
| INVESTMENT REVENUE                             | 420.38               | 420.38            | 6,500.00      | 6,079.62        | 6.47%             |
| MISCELLANEOUS REVENUE                          | 0.00                 | 0.00              | 0.00          | 0.00            | 0.00%             |

**TOTAL FUND REVENUE**      284,756.14      284,756.14      344,300.00      59,543.86      82.71%

**EXPENDITURES  
(REQUIREMENTS)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b> | <b>REMAINING</b> | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|---------------|------------------|-------------------|
| MATERIALS & SERVICE                            | 3,384.84             | 3,384.84          | 20,000.00     | 16,615.16        | 16.92%            |
| CAPITAL OUTLAY                                 | 7,734.75             | 7,734.75          | 324,300.00    | 316,565.25       | 2.39%             |
| TRANSFERS OUT                                  | 0.00                 | 0.00              | 0.00          | 0.00             | 0.00%             |

**TOTAL FUND EXPENDITURES**      11,119.59      11,119.59      344,300.00      333,180.41      3.23%

**NET REVENUES OVER EXPENDITURES**      273,636.55      273,636.55      344,300.00      70,663.45      79.48%

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**DEBT SERVICES FUND**

**REVENUES (RESOURCES)**

| OBJECT CLASSIFICATION<br>(DESCRIPTION) | PERIOD ACTUAL    | YTD ACTUAL       | BUDGET            | UNEARNED          | PERCENTAGE    |
|--|------------------|------------------|-------------------|-------------------|---------------|
| BEGINNING FUND BALANCE                 | 88,370.00        | 88,370.00        | 88,370.00         | 0.00              | 100.00%       |
| TAXES                                  | 2,095.83         | 2,095.83         | 404,450.00        | 402,354.17        | 0.52%         |
| INVESTMENT REVENUE                     | 323.38           | 323.38           | 5,000.00          | 4,676.62          | 6.47%         |
| <b>TOTAL FUND REVENUE</b>              | <b>90,789.21</b> | <b>90,789.21</b> | <b>497,820.00</b> | <b>407,030.79</b> | <b>18.24%</b> |

**EXPENDITURES  
(REQUIREMENTS)**

| OBJECT CLASSIFICATION<br>(DESCRIPTION) | PERIOD ACTUAL    | YTD ACTUAL       | BUDGET            | REMAINING         | PERCENTAGE    |
|--|------------------|------------------|-------------------|-------------------|---------------|
| PRINCIPLE                              | 0.00             | 0.00             | 70,100.00         | 70,100.00         | 0.00%         |
| INTEREST                               | 0.00             | 0.00             | 332,350.00        | 332,350.00        | 0.00%         |
| UNAPPROPRIATED ENDING FUND BALANCE     | 0.00             | 0.00             | 95,370.00         | 95,370.00         | 0.00%         |
| <b>TOTAL FUND EXPENDITURES</b>         | <b>0.00</b>      | <b>0.00</b>      | <b>497,820.00</b> | <b>497,820.00</b> | <b>0.00%</b>  |
| <b>NET REVENUES OVER EXPENDITURES</b>  | <b>90,789.21</b> | <b>90,789.21</b> | <b>497,820.00</b> | <b>407,030.79</b> | <b>18.24%</b> |

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**OFFICE EQUIPMENT FUND**

**REVENUES (RESOURCES)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>    | <b>UNEARNED</b> | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|------------------|-----------------|-------------------|
| BEGINNING FUND BALANCE                         | 5,580.00             | 5,580.00          | 5,580.00         | 0.00            | 100.00%           |
| INVESTMENT REVENUE                             | 25.87                | 25.87             | 400.00           | 374.13          | 6.47%             |
| TRANSFERS IN                                   | 61,000.00            | 61,000.00         | 61,000.00        | 0.00            | 100.00%           |
| <b>TOTAL FUND REVENUE</b>                      | <b>66,605.87</b>     | <b>66,605.87</b>  | <b>66,980.00</b> | <b>374.13</b>   | <b>99.44%</b>     |

**EXPENDITURES  
(REQUIREMENTS)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>    | <b>REMAINING</b> | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|------------------|------------------|-------------------|
| MATERIALS & SERVICE                            | 28,831.05            | 28,831.05         | 46,980.00        | 18,148.95        | 61.37%            |
| CAPITAL OUTLAY                                 | 0.00                 | 0.00              | 20,000.00        | 20,000.00        | 0.00%             |
| <b>TOTAL FUND EXPENDITURES</b>                 | <b>28,831.05</b>     | <b>28,831.05</b>  | <b>66,980.00</b> | <b>38,148.95</b> | <b>43.04%</b>     |
| <b>NET REVENUES OVER EXPENDITURES</b>          | <b>37,774.82</b>     | <b>37,774.82</b>  | <b>66,980.00</b> | <b>29,205.18</b> | <b>56.40%</b>     |

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**EQUIPMENT FUND**

**REVENUES (RESOURCES)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>     | <b>UNEARNED</b>  | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|-------------------|------------------|-------------------|
| BEGINNING FUND BALANCE                         | 214,300.00           | 214,300.00        | 214,300.00        | 0.00             | 100.00%           |
| INVESTMENT REVENUE                             | 291.04               | 291.04            | 4,500.00          | 4,208.96         | 6.47%             |
| TRANSFERS IN                                   | 15,000.03            | 15,000.03         | 60,000.00         | 44,999.97        | 25.00%            |
| <b>TOTAL FUND REVENUE</b>                      | <b>229,591.07</b>    | <b>229,591.07</b> | <b>278,800.00</b> | <b>49,208.93</b> | <b>82.35%</b>     |

**EXPENDITURES  
(REQUIREMENTS)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>     | <b>REMAINING</b>  | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|-------------------|-------------------|-------------------|
| CAPITAL OUTLAY                                 | 4,713.30             | 4,713.30          | 278,800.00        | 274,086.70        | 1.69%             |
| <b>TOTAL FUND EXPENDITURES</b>                 | <b>4,713.30</b>      | <b>4,713.30</b>   | <b>278,800.00</b> | <b>274,086.70</b> | <b>1.69%</b>      |
| <b>NET REVENUES OVER EXPENDITURES</b>          | <b>224,877.77</b>    | <b>224,877.77</b> | <b>278,800.00</b> | <b>53,922.23</b>  | <b>80.66%</b>     |

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**WATER FUND**

**REVENUES (RESOURCES)**

| OBJECT CLASSIFICATION<br>(DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL   | BUDGET       | UNEARNED   | PERCENTAGE |
|--|---------------|--------------|--------------|------------|------------|
| BEGINNING FUND BALANCE                 | 8,240,000.00  | 8,240,000.00 | 8,240,000.00 | 0.00       | 100.00%    |
| SERVICES REVENUE                       | 134,567.28    | 134,567.28   | 586,000.00   | 451,432.72 | 22.96%     |
| INVESTMENT REVENUE                     | 29,640.36     | 29,640.36    | 125,000.00   | 95,359.64  | 23.71%     |
| MISCELLANEOUS REVENUE                  | 5,655.00      | 5,655.00     | 13,350.00    | 7,695.00   | 42.36%     |

**TOTAL FUND REVENUE**      8,409,862.64    8,409,862.64    8,964,350.00      554,487.36      93.81%

**EXPENDITURES  
(REQUIREMENTS)**

| OBJECT CLASSIFICATION<br>(DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET       | REMAINING    | PERCENTAGE |
|--|---------------|------------|--------------|--------------|------------|
| PERSONNEL SERVICES                     | 114,953.35    | 114,953.35 | 446,686.00   | 331,732.65   | 25.73%     |
| MATERIALS & SERVICE                    | 42,067.22     | 42,067.22  | 254,786.00   | 212,718.78   | 16.51%     |
| CAPITAL OUTLAY                         | 106,999.08    | 106,999.08 | 7,842,500.00 | 7,735,500.92 | 1.36%      |
| DEBT SERVICES                          | 0.00          | 0.00       | 0.00         | 0.00         | 0.00%      |
| TRANSFERS OUT                          | 20,500.00     | 20,500.00  | 43,000.00    | 22,500.00    | 47.67%     |
| CONTINGENCY                            | 0.00          | 0.00       | 57,093.00    | 57,093.00    | 0.00%      |
| UNAPPROPRIATED ENDING FUND BALANCE     | 0.00          | 0.00       | 320,285.00   | 320,285.00   | 0.00%      |

**TOTAL FUND EXPENDITURES**      284,519.65    284,519.65    8,964,350.00      8,679,830.35      3.17%

**NET REVENUES OVER EXPENDITURES**      8,125,342.99    8,125,342.99    8,964,350.00      839,007.01      90.64%



**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**SEWER FUND**

**REVENUES (RESOURCES)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b> | <b>UNEARNED</b> | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|---------------|-----------------|-------------------|
| BEGINNING FUND BALANCE                         | 325,700.00           | 325,700.00        | 325,700.00    | 0.00            | 100.00%           |
| SERVICES REVENUE                               | 134,140.08           | 134,140.08        | 735,450.00    | 601,309.92      | 18.24%            |
| INVESTMENT REVENUE                             | 1,303.44             | 1,303.44          | 12,500.00     | 11,196.56       | 10.43%            |
| MISCELLANEOUS REVENUE                          | 0.00                 | 0.00              | 6,532.00      | 6,532.00        | 0.00%             |

**TOTAL FUND REVENUE**      461,143.52      461,143.52      1,080,182.00      619,038.48      42.69%

**EXPENDITURES  
(REQUIREMENTS)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b> | <b>REMAINING</b> | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|---------------|------------------|-------------------|
| PERSONNEL SERVICES                             | 114,849.58           | 114,849.58        | 454,686.00    | 339,836.42       | 25.26%            |
| MATERIALS & SERVICE                            | 35,818.96            | 35,818.96         | 244,936.00    | 209,117.04       | 14.62%            |
| CAPITAL OUTLAY                                 | 14,416.00            | 14,416.00         | 70,000.00     | 55,584.00        | 20.59%            |
| DEBT SERVICES                                  | 0.00                 | 0.00              | 120,500.00    | 120,500.00       | 0.00%             |
| TRANSFERS OUT                                  | 20,500.00            | 20,500.00         | 43,000.00     | 22,500.00        | 47.67%            |
| CONTINGENCY                                    | 0.00                 | 0.00              | 54,009.00     | 54,009.00        | 0.00%             |
| UNAPPROPRIATED ENDING FUND BALANCE             | 0.00                 | 0.00              | 93,051.00     | 93,051.00        | 0.00%             |

**TOTAL FUND EXPENDITURES**      185,584.54      185,584.54      1,080,182.00      894,597.46      17.18%

**NET REVENUES OVER EXPENDITURES**      275,558.98      275,558.98      1,080,182.00      804,623.02      25.51%

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**WATER RESERVE FUND**

**REVENUES (RESOURCES)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>     | <b>UNEARNED</b> | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|-------------------|-----------------|-------------------|
| BEGINNING FUND BALANCE                         | 282,600.00           | 282,600.00        | 282,600.00        | 0.00            | 100.00%           |
| INVESTMENT REVENUE                             | 323.38               | 323.38            | 5,000.00          | 4,676.62        | 6.47%             |
| TRANSFERS IN                                   | 0.00                 | 0.00              | 0.00              | 0.00            | 0.00%             |
| <b>TOTAL FUND REVENUE</b>                      | <b>282,923.38</b>    | <b>282,923.38</b> | <b>287,600.00</b> | <b>4,676.62</b> | <b>98.37%</b>     |

**EXPENDITURES  
(REQUIREMENTS)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>     | <b>REMAINING</b>  | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|-------------------|-------------------|-------------------|
| CAPITAL OUTLAY                                 | 0.00                 | 0.00              | 287,600.00        | 287,600.00        | 0.00%             |
| <b>TOTAL FUND EXPENDITURES</b>                 | <b>0.00</b>          | <b>0.00</b>       | <b>287,600.00</b> | <b>287,600.00</b> | <b>0.00%</b>      |
| <b>NET REVENUES OVER EXPENDITURES</b>          | <b>282,923.38</b>    | <b>282,923.38</b> | <b>287,600.00</b> | <b>4,676.62</b>   | <b>98.37%</b>     |

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**SEWER RESERVE FUND**

**REVENUES (RESOURCES)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b> | <b>UNEARNED</b> | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|---------------|-----------------|-------------------|
| BEGINNING FUND BALANCE                         | 735,400.00           | 735,400.00        | 735,400.00    | 0.00            | 100.00%           |
| INVESTMENT REVENUE                             | 323.38               | 323.38            | 5,000.00      | 4,676.62        | 6.47%             |
| LOAN REPAYMENT FROM WATER FUND                 | 0.00                 | 0.00              | 0.00          | 0.00            | 0.00%             |
| TRANSFERS IN                                   | 0.00                 | 0.00              | 0.00          | 0.00            | 0.00%             |

|                           |                   |                   |                   |                 |               |
|---------------------------|-------------------|-------------------|-------------------|-----------------|---------------|
| <b>TOTAL FUND REVENUE</b> | <b>735,723.38</b> | <b>735,723.38</b> | <b>740,400.00</b> | <b>4,676.62</b> | <b>99.37%</b> |
|---------------------------|-------------------|-------------------|-------------------|-----------------|---------------|

**EXPENDITURES  
(REQUIREMENTS)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b> | <b>REMAINING</b> | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|---------------|------------------|-------------------|
| CAPITAL OUTLAY                                 | 9,937.86             | 9,937.86          | 740,400.00    | 730,462.14       | 1.34%             |

|                                |                 |                 |                   |                   |              |
|--------------------------------|-----------------|-----------------|-------------------|-------------------|--------------|
| <b>TOTAL FUND EXPENDITURES</b> | <b>9,937.86</b> | <b>9,937.86</b> | <b>740,400.00</b> | <b>730,462.14</b> | <b>1.34%</b> |
|--------------------------------|-----------------|-----------------|-------------------|-------------------|--------------|

|                                       |                   |                   |                   |                  |               |
|---------------------------------------|-------------------|-------------------|-------------------|------------------|---------------|
| <b>NET REVENUES OVER EXPENDITURES</b> | <b>725,785.52</b> | <b>725,785.52</b> | <b>740,400.00</b> | <b>14,614.48</b> | <b>98.03%</b> |
|---------------------------------------|-------------------|-------------------|-------------------|------------------|---------------|

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**TRANSPORTATION SDC FUND**

**REVENUES (RESOURCES)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>     | <b>UNEARNED</b>  | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|-------------------|------------------|-------------------|
| BEGINNING FUND BALANCE                         | 349,300.00           | 349,300.00        | 349,300.00        | 0.00             | 100.00%           |
| ASSESSMENTS                                    | 6,090.00             | 6,090.00          | 9,135.00          | 3,045.00         | 66.67%            |
| INVESTMENT REVENUE                             | 485.06               | 485.06            | 7,500.00          | 7,014.94         | 6.47%             |
| <b>TOTAL FUND REVENUE</b>                      | <b>355,875.06</b>    | <b>355,875.06</b> | <b>365,935.00</b> | <b>10,059.94</b> | <b>97.25%</b>     |

**EXPENDITURES  
(REQUIREMENTS)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>     | <b>REMAINING</b>  | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|-------------------|-------------------|-------------------|
| CAPITAL OUTLAY                                 | 9,598.15             | 9,598.15          | 365,935.00        | 356,336.85        | 2.62%             |
| <b>TOTAL FUND EXPENDITURES</b>                 | <b>9,598.15</b>      | <b>9,598.15</b>   | <b>365,935.00</b> | <b>356,336.85</b> | <b>2.62%</b>      |
| <b>NET REVENUES OVER EXPENDITURES</b>          | <b>346,276.91</b>    | <b>346,276.91</b> | <b>365,935.00</b> | <b>19,658.09</b>  | <b>94.63%</b>     |

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**PARKS SDC FUND**

**REVENUES (RESOURCES)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>     | <b>UNEARNED</b> | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|-------------------|-----------------|-------------------|
| BEGINNING FUND BALANCE                         | 207,200.00           | 207,200.00        | 207,200.00        | 0.00            | 100.00%           |
| ASSESSMENTS                                    | 3,600.00             | 3,600.00          | 5,400.00          | 1,800.00        | 66.67%            |
| INVESTMENT REVENUE                             | 355.71               | 355.71            | 5,500.00          | 5,144.29        | 6.47%             |
| <b>TOTAL FUND REVENUE</b>                      | <b>211,155.71</b>    | <b>211,155.71</b> | <b>218,100.00</b> | <b>6,944.29</b> | <b>96.82%</b>     |

**EXPENDITURES  
(REQUIREMENTS)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>     | <b>REMAINING</b>  | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|-------------------|-------------------|-------------------|
| CAPITAL OUTLAY                                 | 0.00                 | 0.00              | 218,100.00        | 218,100.00        | 0.00%             |
| UNAPPROPRIATED FUND BALANCE                    | 0.00                 | 0.00              | 0.00              | 0.00              | 0.00%             |
| <b>TOTAL FUND EXPENDITURES</b>                 | <b>0.00</b>          | <b>0.00</b>       | <b>218,100.00</b> | <b>218,100.00</b> | <b>0.00%</b>      |
| <b>NET REVENUES OVER EXPENDITURES</b>          | <b>211,155.71</b>    | <b>211,155.71</b> | <b>218,100.00</b> | <b>6,944.29</b>   | <b>96.82%</b>     |

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**STORM DRAIN SDC FUND**

**REVENUES (RESOURCES)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>    | <b>UNEARNED</b> | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|------------------|-----------------|-------------------|
| BEGINNING FUND BALANCE                         | 67,800.00            | 67,800.00         | 67,800.00        | 0.00            | 100.00%           |
| ASSESSMENTS                                    | 900.00               | 900.00            | 1,350.00         | 450.00          | 66.67%            |
| INVESTMENT REVENUE                             | 129.35               | 129.35            | 2,000.00         | 1,870.65        | 6.47%             |
| <b>TOTAL FUND REVENUE</b>                      | <b>68,829.35</b>     | <b>68,829.35</b>  | <b>71,150.00</b> | <b>2,320.65</b> | <b>96.74%</b>     |

**EXPENDITURES  
(REQUIREMENTS)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>    | <b>REMAINING</b> | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|------------------|------------------|-------------------|
| CAPITAL OUTLAY                                 | 0.00                 | 0.00              | 71,150.00        | 71,150.00        | 0.00%             |
| <b>TOTAL FUND EXPENDITURES</b>                 | <b>0.00</b>          | <b>0.00</b>       | <b>71,150.00</b> | <b>71,150.00</b> | <b>0.00%</b>      |
| <b>NET REVENUES OVER EXPENDITURES</b>          | <b>68,829.35</b>     | <b>68,829.35</b>  | <b>71,150.00</b> | <b>2,320.65</b>  | <b>96.74%</b>     |

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**WATER SDC FUND**

**REVENUES (RESOURCES)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>     | <b>UNEARNED</b> | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|-------------------|-----------------|-------------------|
| BEGINNING FUND BALANCE                         | 255,700.00           | 255,700.00        | 255,700.00        | 0.00            | 100.00%           |
| ASSESSMENTS                                    | 8,444.00             | 8,444.00          | 12,666.00         | 4,222.00        | 66.67%            |
| INVESTMENT REVENUE                             | 323.38               | 323.38            | 5,000.00          | 4,676.62        | 6.47%             |
| <b>TOTAL FUND REVENUE</b>                      | <b>264,467.38</b>    | <b>264,467.38</b> | <b>273,366.00</b> | <b>8,898.62</b> | <b>96.74%</b>     |

**EXPENDITURES  
(REQUIREMENTS)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>     | <b>REMAINING</b>  | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|-------------------|-------------------|-------------------|
| CAPITAL OUTLAY                                 | 0.00                 | 0.00              | 273,366.00        | 273,366.00        | 0.00%             |
| <b>TOTAL FUND EXPENDITURES</b>                 | <b>0.00</b>          | <b>0.00</b>       | <b>273,366.00</b> | <b>273,366.00</b> | <b>0.00%</b>      |
| <b>NET REVENUES OVER EXPENDITURES</b>          | <b>264,467.38</b>    | <b>264,467.38</b> | <b>273,366.00</b> | <b>8,898.62</b>   | <b>96.74%</b>     |

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2020**

**SEWER SDC FUND**

**REVENUES (RESOURCES)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>     | <b>UNEARNED</b>  | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|-------------------|------------------|-------------------|
| BEGINNING FUND BALANCE                         | 766,700.00           | 766,700.00        | 766,700.00        | 0.00             | 100.00%           |
| ASSESSMENTS                                    | 7,180.00             | 7,180.00          | 10,770.00         | 3,590.00         | 66.67%            |
| INVESTMENT REVENUE                             | 970.10               | 970.10            | 15,000.00         | 14,029.90        | 6.47%             |
| <b>TOTAL FUND REVENUE</b>                      | <b>774,850.10</b>    | <b>774,850.10</b> | <b>792,470.00</b> | <b>17,619.90</b> | <b>97.78%</b>     |

**EXPENDITURES  
(REQUIREMENTS)**

| <b>OBJECT CLASSIFICATION<br/>(DESCRIPTION)</b> | <b>PERIOD ACTUAL</b> | <b>YTD ACTUAL</b> | <b>BUDGET</b>     | <b>REMAINING</b>  | <b>PERCENTAGE</b> |
|--|----------------------|-------------------|-------------------|-------------------|-------------------|
| CAPITAL OUTLAY                                 | 0.00                 | 0.00              | 792,470.00        | 792,470.00        | 0.00%             |
| <b>TOTAL FUND EXPENDITURES</b>                 | <b>0.00</b>          | <b>0.00</b>       | <b>792,470.00</b> | <b>792,470.00</b> | <b>0.00%</b>      |
| <b>NET REVENUES OVER EXPENDITURES</b>          | <b>774,850.10</b>    | <b>774,850.10</b> | <b>792,470.00</b> | <b>17,619.90</b>  | <b>97.78%</b>     |



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

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**THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

- Exhibit A: City Council Minutes for October 13, 2020
- Exhibit B: City Council Minutes for October 27, 2020
- Exhibit C: Payment Approval Report for November 2020
- Exhibit D: Library Board Member Appointment
- Exhibit E: Planning Commission Minutes for October 20, 2020
- Exhibit F: Library Board Minutes for October 8, 2020

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

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

1. The City Council Minutes for October 13, and October 27, 2020
2. The Payment Approval Report for November 2020
3. The appointment of Dez Hansen to the Library Board for term ending June 30, 2024

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**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda – 12.08.20

**STAFF RECOMMENDATION:**

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

**BACKGROUND INFORMATION:**

**Construction Permits:**

|            |              |
|------------|--------------|
| Oct:       | Submitted: 6 |
|            | Issued: 3    |
| New Homes: | None         |

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

**2020 YTD: \$2,561,425 (No change from previous month)**

**Business Licenses Issued:** None in November

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

**Library Board: Chairperson: Cassandra Barney**

The Library Board meets on every other month basis.

The Library Board met on October 8, 2020. Those minutes are attached.

The Library Board also met on November 12, 2020. Those minutes are not yet available.

*Next Scheduled Meeting: January 14, 2021*

**Personnel Committee: Chairperson; Kimberly Downey**

The Personnel Committee has not met since July 2020.

*Next Scheduled Meeting: TBD*

**Planning Commission: Chairperson; Todd Culver**

The Planning Commission met on October 20, 2020. Those minutes are attached.

The Planning Commission also met on November 17, 2020. Those minutes are not yet available.

*Next Scheduled Meeting: December 15, 2020 (Proposed Butterfly Garden Senior/Over 55 Manufactured Home Park)*

**REVIEW AND APPROVAL:**



12.01.20

Michele Eldridge

Date

Asst. City Administrator/City Recorder



City Council Business Meeting Minutes  
October 13, 2020

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Mayor: Robert Duncan, Presiding  
 Council President: Mike Caughey, Present  
 Councilors Present: Robert Boese, Adam Keaton, and Randy Klemm  
 Councilors Absent: Kim Downey and Charlotte Thomas  
 Staff Present: City Administrator John Hitt, Assistant City Administrator/City Recorder Michele Eldridge, Finance Officer Cathy Nelson, PW Director Chuck Scholz, and Court Clerk/Utility Billing and Library Supervisor Lori Ross.  
 Meeting Location: Harrisburg Municipal Center located at 354 Smith St.

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan at the hour of 6:30pm

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

**THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSSO**

- Sergeant Greg Klein was present and commented on the September report. (Please see the agenda for a copy of the report.) He wanted to specifically draw attention to a marijuana grow in Harrisburg, which came to their attention. The person was over the plant count allowed by law. They did seize 4 plants there. He's not sure if that could result in a fine in the courts, but he would rather have the attorneys look it over first.
- Mayor Duncan remarked that he came over the bridge the other night, and he knew by the time, that the deputy he saw pulling in to the parking area at the water plant was obviously parking his rig for the evening in preparation to end his shift and go home. He had just backed in, and obviously got a call, because he immediately turned on the lights, and left in a hurry. He wanted to share how much he appreciates all of them going the extra mile.

**THE MATTER OF DISCUSSING THE HARRISBURG FISCAL YEAR 2018-2019 AUDIT REPORT WITH THE AUDITOR, STEVE TUCHSCHERER**

**AUDITOR REPORT:** Auditor Steve Tuchscherer was participating via a Zoom call. This was to declare and approve the report for the Audit for the fiscal year of 2018/2019; he and his team are working on the next audit following this. While our books aren't perfect, they are certainly one of the better sets that he works on. He explained how they are required to work with the types of

October 13, 2020

accounting; the majority of the cities books are based on a modified accrual basis of accounting, which are then converted in a full accrual accounting basis. Always requiring special review are the capital assets, and long-term debt. In general terms, the financial health of the City is good. The largest amount of cash the City has is with the HRA, which has approximately \$3 million from the bond in it at this time. Otherwise, in terms of the street fund, it's clear that the city is not relying on tax revenue. Enterprise funds are doing well too.

- Caughey asked him if there was anything we should be doing differently?
- Tuchscherer said not really. The city was running as good as any city in the state. There are always things that can be done better, such as providing more internal controls in the general fund. The problem with small cities, is that they have limited resources and people, and aren't able to make changes that would make things better from a control standpoint. There aren't enough people to separate duties, like cash receipting from utility billing. It's as good as it can be with the staff available. You as the City Council are already reviewing monthly and quarterly financial statements, which is excellent. He did recommend that someone review journal entries, although that could be difficult in terms of understanding how to read them. Another thing is bank reconciliations, as those are long term internal controls. Checking on a regular basis on those, as well as the bank balances, are all good controls. He explained how a different city had someone who was doing journal entries, and ended up doing it incorrectly, which also changed the amount in the bank. Having someone looking at those is always a good control.
- **Klemm then motioned to approve the City's Fiscal Year 2018-2019 Audit Report, as presented by the Auditor Steve Tuchscherer. He was seconded by Boese, and the City Council voted unanimously to approve the fiscal year 2018-2019 Audit Report**

**The City Council then recessed at the hour of 7:00pm, in order to hold the HRA Board Meeting.**

**The City Council resumed the regular Council Session at the hour of 7:08PM.**

**THE MATTER OF APPROVING ORDINANCE NO. 976, "AN ORDINANCE REPEALING ORDINANCE NO. 939, AND THEREBY REMOVING HMC CHAPTER 5.30 MARIJUANA FROM THE CITY'S MUNICIPAL CODE"**

**STAFF REPORT:** Eldridge explained that this was really just housekeeping, because you can't legally repeal an Ordinance by stating it within another ordinance, in the manner that this was made in Ordinance No. 941, which is also HMC 5.40. Therefore, in order to fix the error, we must approve another Ordinance, which is considered a simple repealing ordinance. It removes conflicting language in the Municipal Code.

- **Klemm motioned to approve Ordinance No. 976, "AN ORDINANCE REPEALING ORDINANCE NO. 939 AND THEREBY REMOVING HMC CHAPTER 5.30 MARIJUANA FROM THE CITY'S MUNICIPAL CODE". He was seconded by Keaton, and the City Council voted unanimously to approve Ordinance No. 976, and therefore repealing HMC Title 5.30 – Marijuana.**

**THE MATTER OF APPROVING RESOLUTION NO 1246 WHICH WILL ALLOW AN EMERGENCY TO BE DECLARED, AND THEREBY GRANTING TO THE CITY ADMINISTRATOR AUTHORITY TO APPROVE EMERGENCY HOUSING NEEDS, AS WELL AS THE EXTENSION OF LAND USE APPLICATIONS (IF NEEDED) UNTIL NOVEMBER 1, 2021**

**STAFF REPORT:** Hitt commented that it came to Council's attention that there were some people who wanted to extend a helping hand to people who had lost their homes in the fires, by allowing

October 13, 2020

them to stay in their RV as temporary housing. The State of Oregon is still in a State of Emergency, but ours expired on June 30, 2020. We are asking to renew that State of Emergency, because this would allow us to grant emergency housing needs for people who have lost their homes. It also allows us to extend land use plans, that have been circumvented by the Coronavirus pandemic. He noted that Troy Slonecker, and Curtis McCracken, were both in the audience tonight, in relation to the letter of request that Council has in the agenda packet.

- Troy Slonecker, representing McCracken Warehousing and Trucking, said that they had requested an extension through the Planning Commission, who couldn't extend it themselves, but recommended that the City Council do so. McCracken Warehousing has had a really unusual year; he knows several other Harrisburg businesses are struggling as well. They had planned on building a large warehouse on the 2<sup>nd</sup> St. property they own, which is a 5-acre parcel. Their financing has been affected by the pandemic, but prospects look as though they can obtain that in the new year.
- Caughey wanted to say that he is very pleased with the way we handled things, and the follow through on this issue.
- Hitt added that the city attorney reviewed this, and the resolution would allow that site plan to be extended.
- Caughey **motioned to approve Resolution No. 1246, "A RESOLUTION DECLARING AN EMERGENCY IN THE CITY OF HARRISBURG, OREGON AND AUTHORIZING THE CITY ADMINISTRATOR TO GRANT APPROVAL, UP TO AND INCLUDING OCTOBER 31, 2021, TO USE CERTAIN RV'S AS EMERGENCY HOUSING AND EXTEND THE TIME LIMIT ON APPROVED LAND USE APPLICATIONS"**. He was seconded by Boese, and the City Council voted unanimously to approve Resolution No. 1246, extending the City of Harrisburg's Emergency declaration, and thereby allowing emergency housing and the extension of time limits, related to approved land use applications.

#### **THE MATTER OF WATERLINE IMPROVEMENTS ON 8TH PLACE & EAGLES WAY**

**STAFF REPORT:** Scholz handed out the bid paperwork to the City Council, (Please see Addendum No. 1) This is a straight water line replacement, and he wanted to note that the lowest bidder on this project was denied, because they didn't submit a complete bid package. The recommendation is then that the 8<sup>th</sup> Place and Eagles Way Waterline Project be awarded to Wildish Construction for \$141,739.81. He showed the City Council pipes that they had removed from this area. This is why he has his staff overseeing the projects that are being constructed in town. The City Engineer either wasn't paying attention or wasn't there. We discovered this when we had a waterline break on 8<sup>th</sup> Place. The line put in 19 years ago, is not 6". Instead, it's only 2", and this one was held together by a clamp gasket. We are completely surprised that it lasted as long as it did. The compression clamp eventually ruined it. The employees on site verify that the contractor is following the specifications, and make sure that we don't end up with something like this. It's better to train our employees to be there, rather than paying our City Engineer \$140 an hour plus his expenses to do the same thing. Since the work on LaSalle Street is still being done, we will be able to finish this project within a month.

- Klemm asked what it was that the low bid got rejected for?
- Scholz told him it was an oversight, because they didn't have themselves placed onto the bid holders list. They do really good work, and we are disappointed not to see them at this job. They agreed that it was an oversight; you will see them bidding on future projects, and not making that mistake again.

October 13, 2020

- Caughey asked if they could go back on the original contractor for doing that project incorrectly?
- Scholz told him no, it's been 19 years. He didn't research how much money was spent on this. This should have been caught immediately when it was being installed. They are running into more and more of this stuff in the field.
- Keaton remarked if it was only a 2" line, then those people couldn't have had much water pressure.
- Scholz told him yes, we had complaints from people. This would only cover the 13 homes with ¾" meters and wouldn't provide fire flow. This new line will have new hydrants, and their water pressure will definitely change.
- Keaton then **motioned to award the 8<sup>th</sup> Place and Eagles Way Waterline Project to Wildish Construction in the amount of \$141,739.81. He was seconded** by Caughey, and the **City Council voted unanimously to approve the award of the waterline project to Wildish Construction.**

#### **THE MATTER OF APPROVING THE FISCAL YEAR 2019/2020 (4<sup>TH</sup> QUARTER) EXPENSE REPORT**

**STAFF REPORT:** Hitt said that this was the same as in the HRA Report, that it's for the end of the last fiscal year, so it represents both a 4<sup>th</sup> quarter, and the entire year actuals. In revenues, if you see red numbers, that's good. It's not good to see them in the expenditures.

- Klemm was concerned about taxes and revenues coming in, because of the pandemic. Does he have any kind of a feeling on how those will come across? Are we seeing them going down, or are we maintaining them?
- Hitt said that the biggest tax payment we get is from the tax assessor in December. We don't know that answer yet. The real reason is because we don't know how many people there will be who don't make their property tax payments. He's optimistic that it will remain flat. Franchise fees are overall doing well, although they might be a tiny bit down. Taxes from the State of Oregon are down, not hugely, except for gas taxes. We are still early in the game, but again, we will make our street budget this year, based on the rest of the budget. He feels really good about the amount we transferred into that fund. In summary, yes, we are slightly hurt, but not as much as other cities are.
- Nelson added that next month, or the one after, we will have the 1st Quarter report for this fiscal year; that will give us a better idea of what we are looking at in this budget year.
- Klemm **motioned to approve the fiscal year 2019-2020 (4<sup>th</sup> Quarter) Expense Report and was seconded** by both Caughey and Keaton at the same time. **The City Council then voted unanimously to approve the 4<sup>th</sup> Quarter Expense Report.**
- Hitt had a footnote to that fiscal report, as he handed out another form. (Please see Addendum No. 2) He worked out where we were standing thus far. He didn't do all the funds; just these. We still have a whole quarter to go in both revenues and expenses. We had estimated \$682,300 as the beginning fund balance in the general fund, and our actual is \$785,489. The difference there is \$103,189. In streets, it's even more dramatic. We forecast \$567,000 and the actual is \$858,957 for a gain of \$291,957. Community and Economic Development is behind slightly, but that's primarily because of the assistance programs, where we are still in the process of getting reimbursements. Water and street funds were good. Parks SDC's are a little off. None of these are from overrunning our budget; they are

October 13, 2020

simply our estimate being off. The last one, the HRA Budget, actually was the one who hit the closest to the projection. This is overall good news.

#### THE MATTER OF APPROVING THE CONSENT LIST

- Eldridge noted that the Notice of Decision wasn't showing in the Minutes of August 11<sup>th</sup>, therefore, the City Council would need to amend the minutes to include it. She had handed that out to all of them for review. (Please see Addendum No. 3).
- Keaton then **motioned to approve the consent list with the amendment of adding the Notice of Decision for the land use item to the Minutes of August 11<sup>th</sup>. He was seconded** by Caughey. **The City Council then voted unanimously to approve the consent list, with the amendment to the minutes for August 11, 2020. The motion of the City Council approved the following:**
  - **The City Council Minutes for August 11, (as amended) and August 25, 2020**
  - **The Payment Approval Report for September 2020**

#### CITY ADMINISTRATOR VERBAL REPORT

1. Update on Building Permits Project: Hitt noted that we are moving forward on this project, with our next step being an execution of the IGA with Junction City. The Building Code Division has until January 1<sup>st</sup> to tell us if it has been approved, but he presumes we will hear from them soon.

2. Update on Zoning Code Amendment Project: Hitt said that he had talked at the last Planning Commission meeting with everyone, and other than one or two exceptions, they are ok with moving forward with the changes. They've requested that we go more slowly. He will have a crude rough draft of the entire code before the end of the month. That will go through Michele, Chuck and Jordan, to look for issues. Jordan is our contract planner, who will review these for consistency before we proceed further with the Planning Commission. He hopes that we will be done with the review by the Planning Commission by May, which means that it will come to Council, and will hopefully be in place by August, or before the summer is over.

City Council spoke about this briefly, including some of the concerns the Planning Commission members had, but Hitt said that he believes the final code will be a significant improvement for our citizens. Mayor Duncan thought what he was doing was mandated by Salem; that's why he brought that up at the last meeting. Hitt told him no. There are some strange requirements in it, in the minutia, and that he is in the process of striking them out.

3. Halloween Events: Eldridge was sorry that the Library and Library Board didn't want to have any specific event in relation to Halloween. She had tried, but it all requires volunteers, and people just didn't want to have to deal with it during the pandemic.

4. Sleeping/Camping in Parks: Hitt said that in relation to camping in the parks, in which we could state that they are trespassing, is now being changed in the courts. We are addressing this as best we can, in finding out what we have the ability to do. For now, we are following the same policy (Please see Addendum No. 4) as LCSO, which includes offering a ride for them to go to where a shelter is.

**OTHER ITEMS:** Eldridge had handed out another spreadsheet of information (Please see Addendum No. 5). She had asked Nelson to put this together, for the Council to determine which of these options they would prefer. Nelson added that the Amazon Fire 10 would give you the biggest bang for our buck, and it's on sale today and tomorrow for \$79.99; they are normally \$149. Eldridge noted that both she and Nelson have Galaxy's and knew how to work with them. Keaton asked if anyone wanted any of the Apple products, and the consensus was no. Therefore, he was in favor

October 13, 2020

of getting the Amazon Fire 10. The other Councilors agreed, and the consensus was for staff to proceed with purchasing the Amazon Fire 10's for Council.

- Caughey asked about the City of Coburg police department, and with the question of whether we will get our own department?
- Hitt told him that he would prefer to start that discussion in January. We could put it on the work session this month, or next, as to what you'd like to have changed.
- Caughey thought the contract ended in November?
- Hitt reminded him that we didn't start until February, so the contract ends on February 21.
- Mayor Duncan then wanted to warn City Council that he had been approached by a reporter from the Albany Democrat Herald, who wanted to do a story on him because he's been a Mayor for so long. He gave the interview, but then the reporter told him it would likely run on Sunday on the front page! He wished he had stated that in the beginning. He doesn't know for certain that it will run, but he wanted them to know that was in there. He noted how nice it was that he could pass off all the power to City Council, because he could only break ties.
- Keaton said that was the advantage of having a weak mayor system!

**ADJOURN: With no further business, the City Council adjourned at the hour of 7:59pm.**

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Mayor

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City Recorder



October 13, 2020



City of Harrisburg  
120 Smith Street  
Harrisburg, OR 97446  
Attn: Chuck Scholz, Public Works Director

**RE: 8<sup>th</sup> Place and Eagles Way Waterline Replacement Notice of Apparent Low Bidder and Engineer's Recommendation for Award of Contract**

The City received the following bids for the 8<sup>th</sup> Place and Eagles Way Waterline Replacement project.

|                                      |                      |
|--------------------------------------|----------------------|
| 1. <u>Pacific Excavation, Inc.</u>   | <u>\$ 133,618.00</u> |
| 2. <u>Wildish Constriction Co.</u>   | <u>\$ 141,739.81</u> |
| 3. <u>Beggs Construction, Inc.</u>   | <u>\$ 156,443.08</u> |
| 4. <u>H&amp;J Construction, Inc.</u> | <u>\$ 183,071.00</u> |

I have reviewed all bid packages and found all to be complete and responsive with the exception of Pacific Excavation, Inc.

I recommend that the contract be awarded to Wildish Construction Co. in the amount of \$141,739.81.

Sincerely,

Branch Engineering Inc.  
Damien Gilbert, P.E.  
City Engineer

# FY 2019-2020

# FY 2020-2021

| FUND        | REVENUE*  | EXPENSES* | NET*      | BUDGETED 20/21<br>BEGIN FUND BAL. | ACTUAL BEGIN<br>FUND BALANCE* | DIFFERENCE* |
|-------------|-----------|-----------|-----------|-----------------------------------|-------------------------------|-------------|
| GENERAL     | 1,572,186 | 1,518,397 | 53,789    | 682,300                           | 785,489                       | 103,189     |
| STREET      | 441,260   | 134,704   | 306,557   | 567,000                           | 858,957                       | 291,957     |
| CED         | 14,084    | 214,470   | 200,386   | 196,100                           | 134,414                       | -61,686     |
| LIBRARY     | 84,702    | 60,072    | 24,630    | 52,400                            | 77,030                        | 24,630      |
| WATER       | 9,150,311 | 1,344,366 | 7,805,945 | 8,240,000                         | 8,203,345                     | -36,655     |
| SEWER       | 806,108   | 766,716   | 39,392    | 325,700                           | 285,062                       | -40,638     |
| SDC TRANSP. | 38,412    | 228,078   | -189,676  | 349,300                           | 334,424                       | -14,876     |
| SDC PARKS   | 25,600    | 57,623    | -32,023   | 207,200                           | 172,277                       | -34,921     |
| HRA         | 468,103   | 485,025   | -16,922   | 2,934,000                         | 2,938,878                     | 4,878       |

\* unaudited

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# City of Harrisburg CITY COUNCIL

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## NOTICE OF DECISION

**REQUEST:** The applicant requests approval of a Comprehensive Plan Map Amendment and concurrent Rezone (LU #421) of a property located at 260 Fountain St., from Commercial to Medium Density designation and C-1 Commercial to R-2 Medium Density Residential zoning.

**LOCATION:** 260 Fountain St. 15S-04W-16AD Tax Lot 4401 of Linn County Assessor's Map

**ZONING:** C-1 (Commercial) – Pending Amendment to a R-2 (Medium Density Residential)

**APPLICANT/: OWNER:** Anthony & Tina Bucher  
PO Box 436  
Harrisburg, OR 97446

**HEARING DATE:** August 11, 2020

**APPEAL DEADLINE:** September 1, 2020.

**DECISION:** The Harrisburg Planning Commission conducted a public hearing on July 21, 2020, and voted to recommend approval of the requests to the City Council, subject to conditions of approval. The Planning Commission adopted the findings contained in the July 13, 2020 Staff Report to the Planning Commission, and portions of the minutes from the meeting that

demonstrated support for the Planning Commission's actions.

The City Council conducted a public hearing on August 11, 2020, and voted to approve the land use request, No. LU-421, subject to the Conditions of Approval. The City Council adopted the findings contained in the August 4 Staff Report to the City Council, and portions of the minutes from the meeting that demonstrated support for the City Council's actions.

**APPEAL:**

A Final Decision of the City Council may be appealed to the Oregon Land Use Board of Appeals (LUBA) by filing a notice of intent to appeal with LUBA not later than 21 days after the decision becomes final.

**EFFECTIVE PERIOD:**

September 1, 2020, if no appeals to LUBA are filed within the appeal period.

CITY COUNCIL PRESIDENT/MAYOR PRO-TEM:

  
\_\_\_\_\_

### CONDITIONS OF APPROVAL

1. **Survey:** Property Boundaries must be surveyed and established.
2. **Building Permits:** Any subsequent development meets all required building and development codes except as may be waived by an approved variance.

UNAPPROVED



# LINN COUNTY SHERIFF'S OFFICE

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

Phone: 541-967-3950

www.linnsheriff.org

## PROCEDURE

Procedure #: 100-7-001  
 Title: Unlawful campsite removal on Linn County owned public property  
 Author: Kevin Guilford  
 Date: February 8, 2019

The Linn County Board of Commissioners approved Title 10, Policy 43; Removal of Unlawful Campsites Located on Linn County owned public property. The County recognizes the social nature of the problem of homeless individuals camping on public property. Accordingly, the purpose of this procedure is to follow a countywide policy for the humane removal of homeless camps from Public Property pursuant to ORS 203.077.

As a county department listed in Linn County Policy 43, the Sheriff's Office will follow the listed procedures for removal of Unlawful Campsites on public property. Removal of campsites on private property does not apply to this procedure.

### Deputy:

1. Deputy shall contact one of the social service agencies listed on the **Notice of Unlawful Camping** form and notify them of the counties intent to post and remove an Unlawful Campsite. Basic information like name and location can be given to these agencies to assist the person(s) being trespassed.
2. Deputies shall post the **Notice of Unlawful Camping** form no less than twenty-four (24) hours prior to removing persons from an Unlawful Campsite. Posting can be hand delivered or hung at the camp. Use printable LCSO **Notice of Unlawful Camping** form with a Ziploc or plastic cover to preserve the form. After serving the notice, the CAD call can be delayed for 24 hours and if the person(s) has vacated campsite, the call can be cleared with narrative. A report number must be taken if the person(s) have remained

3. A twenty-four (24) hour notification is **NOT** required if the following applies:
  - a. If the deputy has PC for illegal activities other than trespass occurring on the public property.
  - b. In the event of an exceptional emergency, such as possible site contaminated by hazardous materials or when there is immediate danger to human life or safety.
  
4. After the twenty-four (24) hours have expired and the camp has not been removed, the Deputy shall call the County Department who is responsible for the public property, and ask if the county wants to file trespass charges, while advising of any cleanup needed by the County Department.
  - a. Deputy shall include notification of County Department in his report, with County Departments trespass authorization / non-authorization and advisement of any cleanup needed.
  - c. Weapons, drug paraphernalia, and items that appear to either be stolen or evidence of a crime shall be documented in a report, inventoried and placed into evidence per policy.
  - d. If an individual refuses to leave the property in question and the person(s) are arrested or we are removing them from the camp, depending on the direction of the County Department, a full written report is required.

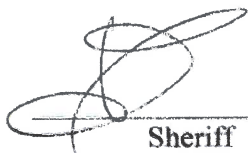
**Supervisor:**

1. Make sure the deputies initial CAD notes include contacting the Social Service Agency prior to issuing the **Notice of Unlawful Camping** form. CAD notes should also describe how the 24-hour notice was served.
2. If the person is still at the location after the 24 hours, Supervisors will ensure a report number is taken for the incident and the county department responsible for the property was contacted for authorization of a trespass charge.
3. If a report is taken, Supervisors will make sure a detailed report is completed before the deputy's weekend and ensure the report is forwarded to the county department who was contacted.

**REFERENCES:**

Linn County Code, Title 10, Policy 43  
 ORS 203.077  
 ORS 203.079  
 ORS 164.245  
 LCSO Policy 100

This Procedure is hereby approved and enacted on Feb 19, 2019

  
 \_\_\_\_\_  
 Sheriff

LCSO Revised Date: 01/20/2014

  
 \_\_\_\_\_  
 Division Commander



## LINN COUNTY NOTICE OF UNLAWFUL CAMPING

### Notificacion De Acampar Ilegal

**This area is public property.  
All persons found to be unlawfully  
camping will be removed.**

Esta area es propiedad publica. Todas las personas que se encuentren acampando ilegalmente serán eliminadas.

Individuals are being removed from this property pursuant to Linn County Policy 43, Removal of Persons from Unlawful Campsites Located on Public Property. All persons must leave and remove all personal property by:

La entrada en esta area es prohibida; toda las personas se tienen que retirar y llevarse sus bienes o propiedades.

Date and Time: \_\_\_\_\_

Items left behind that have no apparent utility or are in an unsanitary condition will be immediately discarded. Weapons, drug paraphernalia and items that appear to be either stolen or evidence of a crime will be given to law enforcement officials. Any unclaimed personal property with apparent utility will be inventoried and stored by Linn County for thirty days at the following location:

Los artículos dejados que no tienen utilidad aparente o están en una condición insalubre serán descartados inmediatamente. Las armas, la parafernalia de drogas y artículos que parecen haber sido robados o evidencia de un crimen serán entregados a los oficiales de la ley. Cualquier propiedad personal no reclamada con utilidad aparente será inventariada y almacenada por Linn County durante treinta días en la siguiente ubicación:

Linn County Road Dpt.  
Departamento del camino  
de Linn  
3010 Ferry St. SW  
Albany, OR  
541-967-3919

Linn County Parks  
Parques del Condado  
de Linn  
3010 Ferry St. SW  
Albany, OR  
541-967-3917

Linn County General Services  
Servicios generales del Condado  
de Linn  
330 3<sup>rd</sup> Ave SW  
Albany, OR  
541-967-3880

Linn County Expo  
Expo del Condado de Linn  
3700 Knox Butte Rd E  
Albany, OR  
541-926-4314

**(Circle above county department responsible for clean-up)**

Individuals can retrieve any personal property by requesting it in person at the above location. If the property has not been retrieved within 30 days, it will be deemed abandoned and legally disposed of.

Las personas pueden recuperar cualquier propiedad personal solicitándola en persona en este lugar. Si la propiedad no se ha recuperado dentro de los 30 días, se considerará abandonada y se eliminará legalmente

Listed below are Social Service Agencies that could help with alternatives to Unlawful Camping.

A continuación se enumeran las agencias de servicios sociales que podrían ayudar con alternativas a acampar ilegal.

Oregon DHS Self-Sufficiency Office  
Oficina de autosuficiencia de Oregon DHS  
Albany: 541-967-2078  
Lebanon 541-259-5860

Albany Helping Hands  
Albany manos que ayudan  
541-926-4036

Signs of Victory  
Signos de Victory  
541-928-6927



**CITY COUNCIL CRF TECHNOLOGY CHOICES**

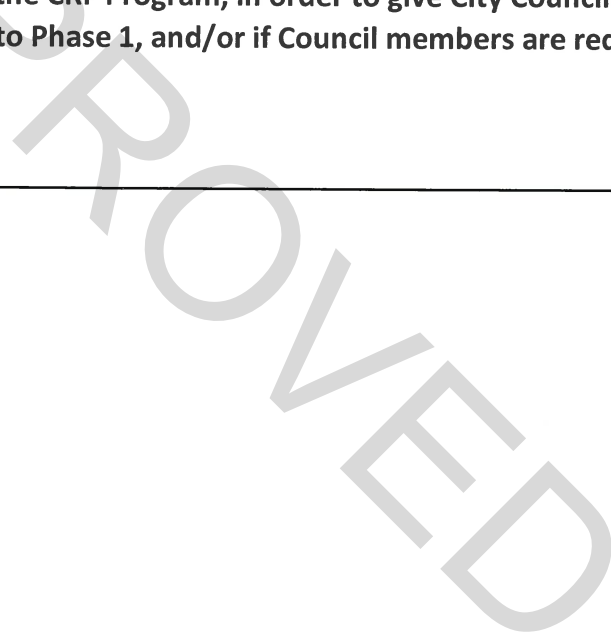
|                    | Amazon Fire 7" | Amazon Fire 7" | Amazon Fire 8" | Amazon Fire 8" | Amazon Fire 10" | Amazon Fire 10" | Samsung Galaxy - Tab A 8" | Samsung Galaxy - Tab A 10" | Samsung Galaxy - Tab E 9" | Lenovo 8" (2nd Gen) | Lenovo 10" | Lenovo 10" | I-Pad 10" | I-Pad Mini 7" |
|--------------------|----------------|----------------|----------------|----------------|-----------------|-----------------|---------------------------|----------------------------|---------------------------|---------------------|------------|------------|-----------|---------------|
| Price              | \$ 49.99       | \$ 69.99       | \$ 54.99       | \$ 84.99       | \$ 79.99        | \$ 119.99       | \$ 99.99                  | \$ 219.99                  | \$ 129.99                 | \$ 99.99            | \$ 149.99  | \$ 179.99  | \$ 299.00 | \$ 169.99     |
| Storage (GB)       | 16             | 32             | 32             | 64             | 32              | 64              | 32                        | 32                         | 16                        | 32                  | 32         | 64         | 32        | 16            |
| SD Card            | Yes            | Yes            | Yes            | Yes            | Yes             | Yes             | Yes                       | Yes                        | Yes                       | Yes                 | Yes        | Yes        | No        | No            |
| Outlook Comp       | Yes            | Yes            | Yes            | Yes            | Yes             | Yes             | Yes                       | Yes                        | Yes                       | Yes                 | Yes        | Yes        | Yes       | Yes           |
| Battery Life (hrs) | 7              | 7              | 12             | 12             | 12              | 12              | 13                        | 13                         | 12                        | 18                  | 8          | 8          | 18        | 10            |
| Reviews (/10)*     | 7.1            | 7.3            | 8.6            | 9.4            | 9.9             | 9.2             | 9.3                       | 9.7                        | 9.0                       | 8.7                 | 8.3        | 8.4        | 8.9       | 7.6           |
| Warranty           | 90 days        | 90 days        | 90 days        | 90 days        | 1 year          | 1 year          | 1 year                    | 1 year                     | 1 year                    | 1 year              | 1 year     | 1 year     | 1 year    | 1 year        |
| Bluetooth          | Yes            | Yes            | Yes            | Yes            | Yes             | Yes             | Yes                       | Yes                        | Yes                       | Yes                 | Yes        | Yes        | Yes       | Yes           |
| Camera             | Yes (F/R)      | Yes (F/R)      | Yes (F/R)      | Yes (F/R)      | Yes (F/R)       | Yes (F/R)       | Yes (F/R)                 | Yes (F/R)                  | Yes (F/R)                 | Yes (F/R)           | Yes (F/R)  | Yes (F/R)  | Yes (F/R) | Yes (F/R)     |
| Seller             | Amazon         | Amazon         | Amazon         | Amazon         | Amazon          | Amazon          | Best Buy                  | Best Buy                   | Best Buy                  | Best Buy            | Amazon     | Amazon     | Walmart   | Walmart       |

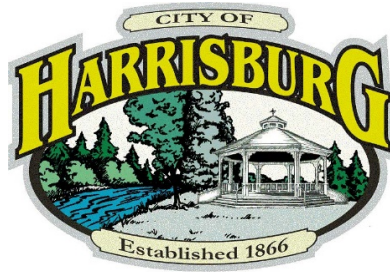
Sale Avail 10/13-10/14

\* Average reviews/rating out of 10

Top Review in each category

**\*This purchase is made expressly from the CRF Program, in order to give City Council members the ability to participate via Zoom if the County should revert to Phase 1, and/or if Council members are required to quarantine themselves.**





City Council Work Session Meeting Minutes  
October 27, 2020

Mayor: Robert Duncan, Presiding  
Council President: Mike Caughey, Present  
Councilors: Kimberly Downey, Adam Keaton, Randy Klemm (6:33pm) and Charlotte Thomas  
Councilors Absent: Rob Boese  
Staff Present: City Administrator John Hitt, and Asst. City Administrator/City Recorder Michele Eldridge.  
Meeting Location: Harrisburg Municipal Center located at 354 Smith St.

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan, at 6:31pm

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

**THE MATTER OF DISCUSSING BUILDING/ELECTRICAL PERMITS ASSUMPTION AND OPERATION PLANS AND IGA WITH JUNCTION CITY**

**STAFF REPORT:** Hitt said that while he had provided all of the assumption paperwork for Council, the main element to bring to their attention is the IGA with Junction City. This will come back with a formal adoption in November.

**Randy Klemm arrived at 6:33pm**

- Hitt continued with his staff report; noting that the effective date is July 1<sup>st</sup>, that the agreement is annually renewable, with a 60 days' notice to terminate for either side. Some of the main points is that we will keep 35% of the total fees charged, compared to the 25% that we currently receive. We don't receive any percentage of the plan review fees with Linn County, and the agreement with Junction City will allow us to keep our part of the percentage. In addition, we currently aren't allowed to accept electrical permits; our agreement will allow that, and we will again, receive 35% of the total fees charged. We will need to establish new funds, as we aren't allowed to leave this in the general fund. While he has established what he thinks will be the revenue from the program, he is being quite conservative. Finally, on land use regulations, they will help us enforce standards, such as controls for drainage as specified in the site plan. He feels we will have better enforcement.
- Klemm asked how Junction City will be enforcing them. Is that just on paper?
- Hitt told him that instead of ignoring how the lot is laid out, they will actually go out and take measurements.

October 27, 2020

Klemm asked how they would identify themselves, as Harrisburg, or as Junction City? Hitt told him we haven't gotten that far yet in the negotiations. Eldridge added that technically, Linn County is supposed to be bringing us any issues with site plans, but nothing has been brought to us in relation to problems in ages. Hitt went over the timeframes specified in the agreement; this is another thing that Linn County currently doesn't do. Junction City has confirmed that they will exceed these timeframes. They are also amenable to amendments if needed, based on the City Council feedback. They are anxious to have the agreement in place. He feels that the new program will be significantly stronger, and beneficial for the City.

City Council discussed it further, and thought it looked really good. Some specific questions were asked to verify how often contractors come in asking questions; Eldridge confirmed that it's weekly. Mayor Duncan asked if they could provide a copy of the code for people to review. As a contractor himself, he knows that is difficult for people to know. Eldridge noted that there are some people that she has had to spend a significant amount of time with; now, they can simply drive 4 miles to ask building code questions, and the inspectors/plan review specialists will also have hours spent in the office here. Mayor Duncan also asked if we encourage home owners to survey their properties; Eldridge told him not normally, but for the new home going in at 2<sup>nd</sup> and Schooling, John did require them to do that, because of the alley way, and unimproved road on Schooling.

Klemm thought the timeframe was really tight for turnaround, but Hitt didn't think it would be a problem, and reminded him that we are dealing with business days, not calendar days. Enforcement was brought up again, Hitt felt that we would likely need to pay them for additional time for any of that, but again, he felt it would assist us in meeting our standards better than before. Eldridge added one thing for the record, based on her being a Chamber of Commerce Board member. Previously, Junction City had contracted with Lane County. The turnaround time for permits was horrific, and specifically for businesses, was limited to only every couple of weeks. The Chamber actually took a stance on this and asked for Junction City to fix this problem; it wasn't in the slightest business friendly. The provision of their own building permit department was their solution.

#### **OTHER ITEMS:**

Downey brought up that citizens had been asking us about trying to provide our own police department, and she wanted to make sure that we had a meeting on that. She is seeing chatter about it, and we did tell them that we would schedule it in the future. Mayor Duncan wanted to make sure that we addressed in the future. Downey wanted Hitt to be part of that, as he has the wisdom of running a police department. She didn't want to spend a huge amount of time on it, but having some numbers put together by Hitt would be good to look at. Mayor Duncan said that another advantage of having our own police force is taxes...you can get higher property taxes when you have a department.

Caughey said that with his property taxes, the value went up only 3%, but his taxes went up 9%. The City Council talked about this briefly, with Thomas noting that if we wanted to look at any kind of a police levy or bond, it would have a snowballs chance in passing. If the fire department were to try to do what they did the last time, it would fail. It is going to be a long time before citizens will allow any additional taxes to be charged.

Mayor Duncan then shared that he had asked staff to look at doing something for the fire department, in gratitude for what they do for our community. They had staff at the Holiday Farm Fire. We had Mt. Tom to the freeway in stage 1, and it was very concerning for a while. He thought we could do a BBQ, or send pizza, or something. Downey liked sending pizza. Caughey was absolutely in favor of it. The Chief worked the fire for 16 days straight. They've also had two

October 27, 2020

members test positive for COVID-19; and they've had to block out some members. Most people don't realize how much they do, and the fact that they are mostly volunteers. Kay Barnett, and Heather Keaton in the audience both had suggestions, including having a BBQ, and providing the meal on the training night. Hitt thought \$100 to \$200 would probably be the cost for this, and Eldridge said that she would look into it. Thomas said that her husband catered with Chiefs, and it was under \$200 for 30 people. Mayor Duncan wanted them to know that we are working on it.

**ADJOURN: With no further business to discuss, the City Council adjourned at the hour of 7:10pm.**

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Mayor

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City Recorder

UNAPPROVED

Report Criteria:

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

| Vendor      | Vendor Name                    | Invoice Number | Description          | Invoice Date | Amount Paid | GL Account Number |
|-------------|--------------------------------|----------------|----------------------|--------------|-------------|-------------------|
| <b>1206</b> |                                |                |                      |              |             |                   |
| 1206        | Analytical Lab & Consultants   | 131968         | Water Testing        | 10/09/2020   | 183.00      | 51-65-4200        |
| 1206        | Analytical Lab & Consultants   | 131969         | Water Testing        | 10/09/2020   | 72.00       | 52-65-4200        |
| 1206        | Analytical Lab & Consultants   | 132158         | Water Testing        | 10/16/2020   | 147.00      | 52-65-4200        |
| 1206        | Analytical Lab & Consultants   | 132216         | Water Testing        | 10/19/2020   | 72.00       | 52-65-4200        |
| 1206        | Analytical Lab & Consultants   | 132585         | Water Testing        | 10/28/2020   | 162.00      | 52-65-4200        |
| 1206        | Analytical Lab & Consultants   | 132822         | Water Testing        | 10/31/2020   | 72.00       | 52-65-4200        |
| Total 1206: |                                |                |                      |              | 708.00      |                   |
| <b>2926</b> |                                |                |                      |              |             |                   |
| 2926        | BioLynceus Biological Solution | 8563           | Misc P/W Supplies    | 10/07/2020   | 2,532.25    | 52-65-4000        |
| Total 2926: |                                |                |                      |              | 2,532.25    |                   |
| <b>3693</b> |                                |                |                      |              |             |                   |
| 3693        | Branch Engineering Inc         | 00014695       | Engineering Services | 10/16/2020   | 5,190.00    | 51-78-8015        |
| 3693        | Branch Engineering Inc         | 00014696       | Engineering Services | 10/16/2020   | 2,373.75    | 56-60-2300        |
| 3693        | Branch Engineering Inc         | 00014697       | Engineering Services | 10/16/2020   | 8,783.75    | 51-78-8015        |
| 3693        | Branch Engineering Inc         | 00014698       | Engineering Services | 10/16/2020   | 6,868.75    | 51-78-8015        |
| 3693        | Branch Engineering Inc         | 00014699       | Engineering Services | 10/16/2020   | 893.75      | 51-78-8015        |
| 3693        | Branch Engineering Inc         | 00014701       | Engineering Services | 10/16/2020   | 3,035.00    | 51-78-8015        |
| 3693        | Branch Engineering Inc         | 00014702       | Engineering Services | 10/16/2020   | 5,503.75    | 11-60-7975        |
| 3693        | Branch Engineering Inc         | 00014702       | Engineering Services | 10/16/2020   | 2,245.00    | 25-70-8000        |
| 3693        | Branch Engineering Inc         | 00014702       | Engineering Services | 10/16/2020   | 6,916.25    | 51-78-8015        |
| 3693        | Branch Engineering Inc         | 00014703       | Engineering Services | 10/13/2020   | 150.00      | 11-42-2100        |
| Total 3693: |                                |                |                      |              | 41,960.00   |                   |
| <b>3773</b> |                                |                |                      |              |             |                   |
| 3773        | CenturyLink                    | OCTOBER 202    | Phone Bill           | 11/04/2020   | .63         | 10-69-3500        |
| 3773        | CenturyLink                    | OCTOBER BIL    | Phone Bill           | 10/26/2020   | 44.42       | 52-65-3500        |
| 3773        | CenturyLink                    | OCTOBER BIL    | Phone Bill           | 10/26/2020   | 46.07       | 52-65-3500        |
| 3773        | CenturyLink                    | OCTOBER BIL    | Phone Bill           | 10/26/2020   | 44.52       | 51-65-3500        |
| 3773        | CenturyLink                    | OCTOBER BIL    | Phone Bill           | 10/26/2020   | 41.09       | 51-65-3500        |
| 3773        | CenturyLink                    | OCTOBER BIL    | Phone Bill           | 10/26/2020   | 46.07       | 52-65-3500        |
| 3773        | CenturyLink                    | OCTOBER BIL    | Phone Bill           | 10/26/2020   | 42.87       | 52-65-3500        |
| 3773        | CenturyLink                    | OCTOBER BIL    | Phone Bill           | 10/26/2020   | 46.07       | 52-65-3500        |
| 3773        | CenturyLink                    | OCTOBER BIL    | Phone Bill           | 10/26/2020   | 41.09       | 10-69-3500        |
| 3773        | CenturyLink                    | OCTOBER BIL    | Phone Bill           | 10/26/2020   | 44.42       | 52-65-3500        |
| Total 3773: |                                |                |                      |              | 397.25      |                   |
| <b>1290</b> |                                |                |                      |              |             |                   |
| 1290        | CIS                            | NDCRP-BO-H     | Workman's Comp       | 11/04/2020   | 735.00      | 10-40-1510        |
| 1290        | CIS                            | NDCRP-BO-H     | Workman's Comp       | 11/04/2020   | 357.00      | 11-41-1510        |
| 1290        | CIS                            | NDCRP-BO-H     | Workman's Comp       | 11/04/2020   | 441.00      | 51-55-1510        |
| 1290        | CIS                            | NDCRP-BO-H     | Workman's Comp       | 11/04/2020   | 567.00      | 52-55-1510        |
| Total 1290: |                                |                |                      |              | 2,100.00    |                   |

| Vendor      | Vendor Name                    | Invoice Number | Description              | Invoice Date | Amount Paid | GL Account Number |
|-------------|--------------------------------|----------------|--------------------------|--------------|-------------|-------------------|
| <b>3914</b> |                                |                |                          |              |             |                   |
| 3914        | City of Coburg                 | 2020QTR3       | Law Enforcement Services | 09/30/2020   | 3,825.00    | 10-41-2600        |
| Total 3914: |                                |                |                          |              | 3,825.00    |                   |
| <b>2939</b> |                                |                |                          |              |             |                   |
| 2939        | Cobalt Computer Services, Inc. | 19100          | Computer Service         | 10/31/2020   | 256.55      | 40-65-8015        |
| 2939        | Cobalt Computer Services, Inc. | 19187          | CRF                      | 10/31/2020   | 575.00      | 10-41-3600        |
| 2939        | Cobalt Computer Services, Inc. | 19187          | Computer Hardware        | 10/31/2020   | 402.50      | 40-65-8045        |
| 2939        | Cobalt Computer Services, Inc. | 19187          | Computer Service         | 10/31/2020   | 1,265.00    | 40-65-8015        |
| Total 2939: |                                |                |                          |              | 2,499.05    |                   |
| <b>2720</b> |                                |                |                          |              |             |                   |
| 2720        | Comcast                        | NOV 2020 P/W   | Internet Service         | 11/01/2020   | 74.18       | 51-65-3500        |
| 2720        | Comcast                        | NOV 2020 P/W   | Internet Service         | 11/01/2020   | 74.17       | 52-65-3550        |
| 2720        | Comcast                        | NOVEMBER 2     | Internet Service         | 10/23/2020   | 146.85      | 24-60-2525        |
| 2720        | Comcast                        | NOVEMBER BI    | Internet Service         | 11/02/2020   | 155.13      | 10-60-2000        |
| Total 2720: |                                |                |                          |              | 450.33      |                   |
| <b>3913</b> |                                |                |                          |              |             |                   |
| 3913        | DataBar Inc                    | 248166         | W/S Utility Statements   | 11/04/2020   | 292.45      | 51-74-2200        |
| 3913        | DataBar Inc                    | 248166         | W/S Utility Statements   | 11/04/2020   | 292.44      | 52-74-2200        |
| Total 3913: |                                |                |                          |              | 584.89      |                   |
| <b>2282</b> |                                |                |                          |              |             |                   |
| 2282        | EARTH20                        | 562360         | Bottled Water            | 10/01/2020   | 30.49       | 10-53-2200        |
| 2282        | EARTH20                        | 662082         | Bottled Water            | 10/15/2020   | 30.49       | 10-53-2200        |
| 2282        | EARTH20                        | 747918         | Bottled Water            | 10/29/2020   | 30.49       | 10-53-2200        |
| Total 2282: |                                |                |                          |              | 91.47       |                   |
| <b>3939</b> |                                |                |                          |              |             |                   |
| 3939        | Eric Hall Architects, Inc      | 7026           | Architectural Services   | 10/31/2020   | 2,636.25    | 10-41-4000        |
| Total 3939: |                                |                |                          |              | 2,636.25    |                   |
| <b>1946</b> |                                |                |                          |              |             |                   |
| 1946        | Ferguson Waterworks            | 0925091        | P/W Misc. Expense        | 11/05/2020   | 53.20       | 51-65-4600        |
| 1946        | Ferguson Waterworks            | 0926470        | P/W Misc. Expense        | 10/27/2020   | 28.41       | 51-65-4600        |
| 1946        | Ferguson Waterworks            | 0926725        | P/W Misc. Expense        | 11/09/2020   | 1,099.92    | 51-65-4600        |
| 1946        | Ferguson Waterworks            | 0926725-1      | P/W Misc. Expense        | 10/19/2020   | 94.80       | 51-65-4600        |
| 1946        | Ferguson Waterworks            | 0926730        | P/W Misc. Expense        | 11/08/2020   | 147.65      | 51-78-7400        |
| 1946        | Ferguson Waterworks            | 0926730        | P/W Misc. Expense        | 11/08/2020   | 147.65      | 52-78-7400        |
| 1946        | Ferguson Waterworks            | 0926731        | P/W Misc. Expense        | 11/08/2020   | 132.08      | 51-78-7400        |
| 1946        | Ferguson Waterworks            | 0926731        | P/W Misc. Expense        | 11/08/2020   | 132.07      | 52-78-7400        |
| 1946        | Ferguson Waterworks            | 0927660        | P/W Misc. Expense        | 10/13/2020   | 133.33      | 51-78-7400        |
| 1946        | Ferguson Waterworks            | 0927660        | P/W Misc. Expense        | 10/13/2020   | 133.32      | 52-78-7400        |
| Total 1946: |                                |                |                          |              | 2,102.43    |                   |
| <b>3697</b> |                                |                |                          |              |             |                   |
| 3697        | Fewel, Brewer & Coulombe       | 501121         | Attorney Fees            | 11/06/2020   | 62.50       | 10-42-2500        |

| Vendor      | Vendor Name                   | Invoice Number | Description                | Invoice Date | Amount Paid | GL Account Number |
|-------------|-------------------------------|----------------|----------------------------|--------------|-------------|-------------------|
| Total 3697: |                               |                |                            |              | 62.50       |                   |
| <b>1218</b> |                               |                |                            |              |             |                   |
| 1218        | Grainger                      | 9685050388     | Priceboro Park Restroom    | 10/14/2020   | 18.34       | 10-72-4000        |
| 1218        | Grainger                      | 9696535427     | Misc. P/W Supplies         | 10/26/2020   | 350.00      | 41-78-8170        |
| 1218        | Grainger                      | 9698256311     | Misc. P/W Supplies         | 10/28/2020   | 1,142.86    | 11-43-3000        |
| Total 1218: |                               |                |                            |              | 1,511.20    |                   |
| <b>1947</b> |                               |                |                            |              |             |                   |
| 1947        | H & J Construction, Inc.      | 5012           | P/W Misc Expense           | 10/29/2020   | 360.00      | 51-65-4600        |
| Total 1947: |                               |                |                            |              | 360.00      |                   |
| <b>3900</b> |                               |                |                            |              |             |                   |
| 3900        | Hawkins Delafield & Wood LLP  | 2020-1         | Annual Arbitrage Fee       | 11/16/2020   | 1,500.00    | 10-53-2200        |
| Total 3900: |                               |                |                            |              | 1,500.00    |                   |
| <b>3037</b> |                               |                |                            |              |             |                   |
| 3037        | Herc Equipment Rental Corp.   | 31576111-003   | Equipment Rental           | 10/19/2020   | 2,287.86    | 52-65-2400        |
| 3037        | Herc Equipment Rental Corp.   | 31576111-004   | Equipment Rental           | 10/22/2020   | 767.42      | 52-65-2400        |
| Total 3037: |                               |                |                            |              | 3,055.28    |                   |
| <b>1220</b> |                               |                |                            |              |             |                   |
| 1220        | Hurd's Custom Machinery, Inc. | 13621          | Public Works Supplies      | 10/01/2020   | 1,800.00    | 10-41-3600        |
| 1220        | Hurd's Custom Machinery, Inc. | 13829          | Public Works Supplies      | 09/16/2020   | 1,142.00    | 10-41-3600        |
| 1220        | Hurd's Custom Machinery, Inc. | 27651          | Public Works Supplies      | 10/02/2020   | 149.30      | 51-65-4600        |
| 1220        | Hurd's Custom Machinery, Inc. | 27651          | Public Works Supplies      | 10/02/2020   | 14.40       | 52-65-4600        |
| 1220        | Hurd's Custom Machinery, Inc. | 27846          | Public Works Supplies      | 10/27/2020   | 9.87        | 51-65-4600        |
| Total 1220: |                               |                |                            |              | 3,115.57    |                   |
| <b>1101</b> |                               |                |                            |              |             |                   |
| 1101        | Ingram Library Services       | 49047458       | Library books              | 10/25/2020   | 20.31       | 24-60-2000        |
| 1101        | Ingram Library Services       | 49047459       | Library books              | 10/25/2020   | 38.42       | 24-60-2000        |
| 1101        | Ingram Library Services       | 49142401       | Library books              | 10/29/2020   | 20.27       | 24-60-2000        |
| 1101        | Ingram Library Services       | 49142402       | Library books              | 10/29/2020   | 48.18       | 24-60-2000        |
| 1101        | Ingram Library Services       | 49184739       | Library books              | 11/02/2020   | 429.41      | 24-60-2000        |
| 1101        | Ingram Library Services       | 49212148       | Library books              | 11/03/2020   | 24.45       | 24-60-2000        |
| 1101        | Ingram Library Services       | 49212149       | Library books              | 11/03/2020   | 113.84      | 24-60-2000        |
| Total 1101: |                               |                |                            |              | 694.88      |                   |
| <b>1221</b> |                               |                |                            |              |             |                   |
| 1221        | Jerry's Home Improvement      | 60183          | Misc Public Works Supplies | 10/23/2020   | 53.65       | 10-72-4000        |
| Total 1221: |                               |                |                            |              | 53.65       |                   |
| <b>3432</b> |                               |                |                            |              |             |                   |
| 3432        | John Deere Financial          | 2308610        | Misc P/W Exp               | 10/22/2020   | 799.34      | 41-78-8170        |
| 3432        | John Deere Financial          | 2329023        | Misc P/W Exp               | 10/30/2020   | 7.95        | 25-65-2000        |
| 3432        | John Deere Financial          | 5014933        | Sweeper                    | 10/19/2020   | 3,864.27    | 11-45-3000        |

| Vendor      | Vendor Name                | Invoice Number | Description              | Invoice Date | Amount Paid | GL Account Number |
|-------------|----------------------------|----------------|--------------------------|--------------|-------------|-------------------|
| Total 3432: |                            |                |                          |              | 4,671.56    |                   |
| <b>3683</b> |                            |                |                          |              |             |                   |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 150.00      | 10-63-2000        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 40.55       | 10-41-3600        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 9.30        | 10-60-2400        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 40.55       | 10-41-3600        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 188.96      | 10-41-3600        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 40.55       | 10-41-3600        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 105.00      | 24-50-2125        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 87.90       | 10-42-2800        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 16.91       | 24-60-2000        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 36.94       | 24-60-2800        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 87.50       | 24-60-2800        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 37.35       | 24-60-3050        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 39.99       | 24-60-3050        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 21.60       | 10-60-2400        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 7.50        | 10-60-2400        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 499.98      | 10-41-3600        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 49.94       | 10-41-3600        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 40.55       | 10-41-3600        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 21.96       | 10-72-4000        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 4.28        | 51-65-4600        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 4.29        | 52-65-4600        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 147.74      | 10-72-4000        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 45.96       | 10-72-4000        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 40.54       | 10-72-4000        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 259.80      | 10-72-4000        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 12.95       | 51-76-2000        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 12.95       | 52-76-2000        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 239.96      | 10-41-3600        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 45.00       | 52-65-4200        |
| 3683        | Keybank N.A.               | OCTOBER 202    | Misc Credit Card Charges | 10/20/2020   | 5.99        | 10-72-4000        |
| Total 3683: |                            |                |                          |              | 2,330.51    |                   |
| <b>1225</b> |                            |                |                          |              |             |                   |
| 1225        | Linn County Building Dept. | OCT 2020       | Building Permit Fees     | 11/03/2020   | 7,505.65    | 10-50-2000        |
| Total 1225: |                            |                |                          |              | 7,505.65    |                   |
| <b>1227</b> |                            |                |                          |              |             |                   |
| 1227        | McKinley Printing Company  | 2860           | Printing expenses        | 11/17/2020   | 87.34       | 10-60-2300        |
| 1227        | McKinley Printing Company  | 2860           | Printing expenses        | 11/17/2020   | 87.33       | 51-74-2400        |
| 1227        | McKinley Printing Company  | 2860           | Printing expenses        | 11/17/2020   | 87.33       | 52-74-2400        |
| Total 1227: |                            |                |                          |              | 262.00      |                   |
| <b>1077</b> |                            |                |                          |              |             |                   |
| 1077        | Michele Eldridge           | 1117201        | Reimbursements           | 11/17/2020   | 149.90      | 10-53-2200        |
| Total 1077: |                            |                |                          |              | 149.90      |                   |
| <b>3894</b> |                            |                |                          |              |             |                   |
| 3894        | Mitel                      | 35127780       | Phone Bill               | 11/02/2020   | 25.21       | 24-60-2500        |
| 3894        | Mitel                      | 35127780       | Phone Bill               | 11/02/2020   | 111.58      | 10-69-3500        |



| Vendor      | Vendor Name                   | Invoice Number | Description     | Invoice Date | Amount Paid | GL Account Number |
|-------------|-------------------------------|----------------|-----------------|--------------|-------------|-------------------|
| 3894        | Mitel                         | 35127780       | Phone Bill      | 11/02/2020   | 111.58      | 51-65-3500        |
| 3894        | Mitel                         | 35127780       | Phone Bill      | 11/02/2020   | 111.58      | 52-65-3500        |
| Total 3894: |                               |                |                 |              | 359.95      |                   |
| <b>2644</b> |                               |                |                 |              |             |                   |
| 2644        | Net Assets                    | 54-202010      | Lien Searches   | 11/02/2020   | 112.00      | 10-53-2250        |
| Total 2644: |                               |                |                 |              | 112.00      |                   |
| <b>1102</b> |                               |                |                 |              |             |                   |
| 1102        | NW Natural Gas Co.            | NOV 2020       | Utilities       | 11/09/2020   | 211.52      | 51-65-2700        |
| 1102        | NW Natural Gas Co.            | NOV 2020 PU    | Utilities       | 11/10/2020   | 48.47       | 52-65-2700        |
| Total 1102: |                               |                |                 |              | 259.99      |                   |
| <b>1229</b> |                               |                |                 |              |             |                   |
| 1229        | OAMR                          | 02564          | Membership Dues | 10/11/2020   | .00         | 10-63-2100        |
| Total 1229: |                               |                |                 |              | .00         |                   |
| <b>3427</b> |                               |                |                 |              |             |                   |
| 3427        | OHA Cashier                   | OCTOBER 202    | Certification   | 10/27/2020   | 195.00      | 52-76-2000        |
| Total 3427: |                               |                |                 |              | 195.00      |                   |
| <b>1245</b> |                               |                |                 |              |             |                   |
| 1245        | One Call Concepts, Inc.       | 0100391        | Locates         | 10/31/2020   | 15.00       | 51-65-4600        |
| 1245        | One Call Concepts, Inc.       | 0100391        | Locates         | 10/31/2020   | 15.00       | 52-65-4600        |
| Total 1245: |                               |                |                 |              | 30.00       |                   |
| <b>3907</b> |                               |                |                 |              |             |                   |
| 3907        | Oregon Economic Development A | 2020-1684      | Membership      | 11/09/2020   | 275.00      | 10-63-2100        |
| Total 3907: |                               |                |                 |              | 275.00      |                   |
| <b>1079</b> |                               |                |                 |              |             |                   |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 42.84       | 51-65-2600        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 20.71       | 10-69-2500        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 318.11      | 10-69-2500        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 31.68       | 10-69-2500        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 66.44       | 10-69-2500        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 148.21      | 10-69-2500        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 722.39      | 10-69-2500        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 29.97       | 52-65-2600        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 146.29      | 52-65-2600        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 831.45      | 52-65-2600        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 44.20       | 52-65-2600        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 18.15       | 52-65-2600        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 39.81       | 52-65-2600        |
| 1079        | Pacific Power & Light Company | OCT 2020       | Skate Park Exp  | 11/13/2020   | 38.74       | 10-72-6700        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 55.33       | 25-65-2500        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 22.94       | 25-65-2500        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 41.77       | 25-65-2500        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 136.71      | 10-69-3000        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES       | 11/13/2020   | 88.02       | 10-69-3000        |

| Vendor      | Vendor Name                   | Invoice Number | Description                     | Invoice Date | Amount Paid | GL Account Number |
|-------------|-------------------------------|----------------|---------------------------------|--------------|-------------|-------------------|
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES                       | 11/13/2020   | 43.44       | 10-69-3000        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES                       | 11/13/2020   | 590.85      | 10-69-3000        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES                       | 11/13/2020   | 68.69       | 10-69-3000        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES                       | 11/13/2020   | 1,167.97    | 10-69-3000        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES                       | 11/13/2020   | 63.61       | 10-69-3000        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES                       | 11/13/2020   | 125.34      | 10-69-3000        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES                       | 11/13/2020   | 275.65      | 10-69-3000        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES                       | 11/13/2020   | 18.29       | 10-69-3000        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES                       | 11/13/2020   | 167.61      | 10-69-3000        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES                       | 11/13/2020   | 33.36       | 11-44-2000        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES                       | 11/13/2020   | 3,550.45    | 51-65-2600        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES                       | 11/13/2020   | 1,151.62    | 51-65-2600        |
| 1079        | Pacific Power & Light Company | OCT 2020       | UTILITIES                       | 11/13/2020   | 78.99       | 51-65-2600        |
| Total 1079: |                               |                |                                 |              | 10,179.63   |                   |
| <b>1853</b> |                               |                |                                 |              |             |                   |
| 1853        | Pape' Machinery               | 5014933        | Sweeper Repairs                 | 10/19/2020   | 3,864.27    | 11-45-3000        |
| Total 1853: |                               |                |                                 |              | 3,864.27    |                   |
| <b>3938</b> |                               |                |                                 |              |             |                   |
| 3938        | Rajan & Sajan, Inc.           | FG-12 2020 FB  | Fall Small Business Granf (CRF) | 11/06/2020   | 5,000.00    | 23-70-2500        |
| Total 3938: |                               |                |                                 |              | 5,000.00    |                   |
| <b>3777</b> |                               |                |                                 |              |             |                   |
| 3777        | Rodda Paint Company           | 11741087       | Paint                           | 11/03/2020   | 97.00       | 52-65-2400        |
| Total 3777: |                               |                |                                 |              | 97.00       |                   |
| <b>3836</b> |                               |                |                                 |              |             |                   |
| 3836        | Stalker Radar                 | S252317        | Misc P/W Exp                    | 11/09/2020   | 15,268.00   | 60-70-7000        |
| Total 3836: |                               |                |                                 |              | 15,268.00   |                   |
| <b>2927</b> |                               |                |                                 |              |             |                   |
| 2927        | Staples Business Advantage    | 3352675635     | Office Supplies                 | 11/18/2020   | .00         | 10-60-2300        |
| 2927        | Staples Business Advantage    | 3352675635     | Office Supplies                 | 11/18/2020   | .00         | 51-74-2400        |
| 2927        | Staples Business Advantage    | 3352675635     | Office Supplies                 | 11/18/2020   | .00         | 52-74-2400        |
| 2927        | Staples Business Advantage    | 3459324435     | Office Supplies                 | 10/16/2020   | 2.48        | 10-60-2300        |
| 2927        | Staples Business Advantage    | 3459324435     | Office Supplies                 | 10/16/2020   | 2.48        | 51-74-2400        |
| 2927        | Staples Business Advantage    | 3459324435     | Office Supplies                 | 10/16/2020   | 2.48        | 52-74-2400        |
| 2927        | Staples Business Advantage    | 3459451143     | Office Supplies                 | 10/17/2020   | 1.21        | 10-60-2300        |
| 2927        | Staples Business Advantage    | 3459451143     | Office Supplies                 | 10/17/2020   | 1.21        | 51-74-2400        |
| 2927        | Staples Business Advantage    | 3459451143     | Office Supplies                 | 10/17/2020   | 1.20        | 52-74-2400        |
| 2927        | Staples Business Advantage    | 3459597025     | CRF Supplies                    | 10/20/2020   | 275.89      | 10-41-3600        |
| 2927        | Staples Business Advantage    | 3459728944     | Office Supplies                 | 10/22/2020   | 39.61       | 10-60-2300        |
| 2927        | Staples Business Advantage    | 3459728944     | Office Supplies                 | 10/22/2020   | 39.60       | 51-74-2400        |
| 2927        | Staples Business Advantage    | 3459728944     | Office Supplies                 | 10/22/2020   | 39.59       | 52-74-2400        |
| 2927        | Staples Business Advantage    | 3459728945     | Office Supplies                 | 10/22/2020   | 133.72      | 10-60-2300        |
| 2927        | Staples Business Advantage    | 3459900992     | Office Supplies                 | 10/24/2020   | 25.18       | 10-60-2300        |
| 2927        | Staples Business Advantage    | 3459900992     | Office Supplies                 | 10/24/2020   | 25.17       | 51-74-2400        |
| 2927        | Staples Business Advantage    | 3459900992     | Office Supplies                 | 10/24/2020   | 25.18       | 52-74-2400        |
| Total 2927: |                               |                |                                 |              | 615.00      |                   |

| Vendor      | Vendor Name                  | Invoice Number | Description                      | Invoice Date | Amount Paid | GL Account Number |
|-------------|------------------------------|----------------|----------------------------------|--------------|-------------|-------------------|
| <b>1144</b> |                              |                |                                  |              |             |                   |
| 1144        | Suzan Jackson                | 198            | Janitor Services                 | 11/30/2020   | .00         | 10-72-4100        |
| 1144        | Suzan Jackson                | 198            | Janitor Services                 | 11/30/2020   | .00         | 10-72-4100        |
| Total 1144: |                              |                |                                  |              | .00         |                   |
| <b>3243</b> |                              |                |                                  |              |             |                   |
| 3243        | Synergy Security Solutions   | 10113          | Water Plant Security Maintenance | 11/05/2020   | 160.00      | 51-65-2400        |
| Total 3243: |                              |                |                                  |              | 160.00      |                   |
| <b>2227</b> |                              |                |                                  |              |             |                   |
| 2227        | TEC Equipment, Inc.          | 5006277ES      | Misc. P/W Vehicle Exp            | 11/11/2020   | 1,893.06    | 11-45-2100        |
| 2227        | TEC Equipment, Inc.          | 5006277ES      | Misc. P/W Vehicle Exp            | 11/11/2020   | 2,208.57    | 51-73-2100        |
| 2227        | TEC Equipment, Inc.          | 5006277ES      | Misc. P/W Vehicle Exp            | 11/11/2020   | 2,208.57    | 52-73-2100        |
| Total 2227: |                              |                |                                  |              | 6,310.20    |                   |
| <b>3937</b> |                              |                |                                  |              |             |                   |
| 3937        | The Keyhole Locksmith        | 87169          | Locksmith Service                | 11/03/2020   | 104.60      | 10-72-6700        |
| Total 3937: |                              |                |                                  |              | 104.60      |                   |
| <b>3936</b> |                              |                |                                  |              |             |                   |
| 3936        | The Voo                      | FG-11 2020 FB  | Fall Small Business Grant (CRF)  | 11/03/2020   | 5,000.00    | 23-70-2500        |
| Total 3936: |                              |                |                                  |              | 5,000.00    |                   |
| <b>1940</b> |                              |                |                                  |              |             |                   |
| 1940        | Tim Gaines                   | 10312020       | Contracted Services              | 10/31/2020   | 2,712.50    | 10-40-1100        |
| Total 1940: |                              |                |                                  |              | 2,712.50    |                   |
| <b>3866</b> |                              |                |                                  |              |             |                   |
| 3866        | Umpqua Valley Financial, LLC | 11742          | Audit Services                   | 10/30/2020   | 2,100.00    | 10-41-2000        |
| 3866        | Umpqua Valley Financial, LLC | 11742          | Audit Services                   | 10/30/2020   | 700.00      | 51-60-2000        |
| 3866        | Umpqua Valley Financial, LLC | 11742          | Audit Services                   | 10/30/2020   | 700.00      | 52-60-2000        |
| Total 3866: |                              |                |                                  |              | 3,500.00    |                   |
| <b>1287</b> |                              |                |                                  |              |             |                   |
| 1287        | US Bank                      | 1661993        | Loan Payment                     | 10/07/2020   | 37,725.54   | 52-85-8100        |
| 1287        | US Bank                      | 1661997        | Loan Payment                     | 10/07/2020   | 150,805.41  | 30-59-8400        |
| 1287        | US Bank                      | 1665971        | Loan Payment                     | 10/13/2020   | 15,324.84   | 30-59-8200        |
| Total 1287: |                              |                |                                  |              | 203,855.79  |                   |
| <b>3663</b> |                              |                |                                  |              |             |                   |
| 3663        | Water & Sewer Deposit Refund | #11730.01A     | Utility Billing Overpayment      | 11/24/2020   | 51.30       | 01-1075           |
| 3663        | Water & Sewer Deposit Refund | #11775.01      | Utility Billing Overpayment      | 11/02/2020   | 33.98       | 01-1075           |
| 3663        | Water & Sewer Deposit Refund | #11804.01      | W/S Deposit Refund               | 11/02/2020   | 50.00       | 52-2120           |
| 3663        | Water & Sewer Deposit Refund | #11804.01      | W/S Deposit Refund               | 11/02/2020   | 50.00       | 51-2120           |
| 3663        | Water & Sewer Deposit Refund | #200.04A       | Utility Billing Overpayment      | 11/19/2020   | 73.74       | 01-1075           |
| 3663        | Water & Sewer Deposit Refund | #227.02        | W/S Deposit Refund               | 11/02/2020   | 50.00       | 51-2120           |
| 3663        | Water & Sewer Deposit Refund | #227.02        | W/S Deposit Refund               | 11/02/2020   | 50.00       | 52-2120           |
| 3663        | Water & Sewer Deposit Refund | #255.07A       | Utility Billing Overpayment      | 11/04/2020   | 19.03       | 01-1075           |
| 3663        | Water & Sewer Deposit Refund | #496.07        | W/S Deposit Refund               | 11/02/2020   | 50.00       | 51-2120           |

| Vendor        | Vendor Name                  | Invoice Number | Description                         | Invoice Date | Amount Paid | GL Account Number |
|---------------|------------------------------|----------------|-------------------------------------|--------------|-------------|-------------------|
| 3663          | Water & Sewer Deposit Refund | #496.07        | W/S Deposit Refund                  | 11/02/2020   | 50.00       | 52-2120           |
| 3663          | Water & Sewer Deposit Refund | #496.08        | Utility Billing Overpayment         | 11/04/2020   | 71.37       | 01-1075           |
| 3663          | Water & Sewer Deposit Refund | #716.15        | W/S Deposit Refund                  | 11/02/2020   | 50.00       | 52-2120           |
| 3663          | Water & Sewer Deposit Refund | #716.15        | W/S Deposit Refund                  | 11/02/2020   | 50.00       | 51-2120           |
| Total 3663:   |                              |                |                                     |              | 649.42      |                   |
| <b>2661</b>   |                              |                |                                     |              |             |                   |
| 2661          | WCP Solutions                | 11962932       | Office Supplies                     | 10/13/2020   | 60.90       | 10-72-6700        |
| 2661          | WCP Solutions                | 11962933       | Office Supplies                     | 10/13/2020   | 86.00       | 10-72-4000        |
| Total 2661:   |                              |                |                                     |              | 146.90      |                   |
| <b>1239</b>   |                              |                |                                     |              |             |                   |
| 1239          | WECO                         | CP-00130546    | PW Gas Exp                          | 10/31/2020   | 288.18      | 11-45-2000        |
| 1239          | WECO                         | CP-00130546    | PW Gas Exp                          | 10/31/2020   | 336.21      | 51-73-2000        |
| 1239          | WECO                         | CP-00130546    | PW Gas Exp                          | 10/31/2020   | 336.21      | 52-73-2000        |
| Total 1239:   |                              |                |                                     |              | 960.60      |                   |
| <b>3929</b>   |                              |                |                                     |              |             |                   |
| 3929          | Wildish Construction Co.     | 19-009E.02     | LaSalle Street Waterline & Street I | 11/03/2020   | 16,526.32   | 25-70-8000        |
| 3929          | Wildish Construction Co.     | 19-009E.02     | LaSalle Street Waterline & Street I | 11/03/2020   | 130,889.70  | 51-78-8015        |
| 3929          | Wildish Construction Co.     | 19-009F.01     | 8th Place and Eagles Way            | 11/03/2020   | 106,231.09  | 51-78-8015        |
| Total 3929:   |                              |                |                                     |              | 253,647.11  |                   |
| <b>3750</b>   |                              |                |                                     |              |             |                   |
| 3750          | Willamette Valey Awards Inc. | 58577          | Nameplate                           | 11/02/2020   | 12.27       | 10-53-2200        |
| Total 3750:   |                              |                |                                     |              | 12.27       |                   |
| Grand Totals: |                              |                |                                     |              | 598,474.85  |                   |

# Payment Approval Report

## Expense Account Key

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

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

City Treasurer: \_\_\_\_\_

\_\_\_\_\_

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

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

**STAFF REPORT:**

Exhibit A: Candidate Application for Desria (Dez) Hansen

**ACTION:** The approval of the consent list will approve the Mayoral appointment and the City Council confirming vote for the appointment of Desria ‘Dez’ Hansen to the Library Board with a term ending June 30, 2024.

**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda – December 8, 2020

| <b>BUDGET IMPACT</b> |                  |                        |
|----------------------|------------------|------------------------|
| <b>COST</b>          | <b>BUDGETED?</b> | <b>SOURCE OF FUNDS</b> |
| 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 Dez Hansen to the Library Board with a term ending June 30, 2024.**

**LIBRARY BOARD RECOMMENDATION:**

The Library Board met on November 12, 2020 and voted to recommend that the Mayor of Harrisburg appoint Dez Hansen to the Library Board with a term ending June 30, 2024.

**BACKGROUND INFORMATION:**

As per the Library Board bylaws and HMC Chapter 2.20, the Library Board consists of five members. The Library Board currently has four members, as board member James Blake moved out of Harrisburg, creating a vacancy. The City advertised the vacancy for more than two-months and received one application.

The Library Board met on November 12, 2020, and recommended the Mayor appoint Dez Hansen to the open position. The City Council has been provided with the candidate application in **Exhibit A**. The Mayor appoints all Library Board positions with a confirmation vote by the City Council.

**REVIEW AND APPROVAL:**

\_\_\_\_\_  
John Hitt, City Administrator      Date



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

## BOARD & COMMITTEE APPLICATION FORM

Planning Commission, Budget Committee, and Library Board

Name:

Address:

Phone Number:

Email:

Are you a Harrisburg resident?      Yes       No

Employment:

In which position are you interested?\*

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

I love the library! I have been taking my kids there since before the remodel. We love getting new books each week, and before COVID-19 we loved going to story time. I believe reading to kids at an early age can play a huge part in their development and education.  
I would love to contribute ideas to further involve the community, especially the youth, in the library.

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

I really don't have any schooling or prior experience regarding this, but I love to read and I have a passion for books and for our community. I would love to be included in decisions that are important for the library, and add ideas to help make our awesome little library more awesome.

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

Name: Cheryl Spangler

Address: [redacted] rrsiburg, OR

Phone Number: [redacted]

Relation to you: Friend

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

[redacted signature box]

\*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 Michele Eldridge, City Recorder/Assistant City Administrator.



Planning Commission Meeting Minutes  
 October 20, 2020

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Chairperson: Jeremy Moritz, Presiding  
 Commissioners Present: Susan Jackson, Kurt Kayner, and Kent Wullenwaber.  
 Absent: Todd Culver, Roger Bristol and Rhonda Giles  
 Staff Present: City Administrator/Planner John Hitt, and Finance Officer/Deputy City Recorder Cathy Nelson  
 Meeting Location: Harrisburg Municipal Center located at 354 Smith St.

**CALL TO ORDER AND ROLL CALL:** Because both the Chair and Vice-Chair were absent, the Planning Commission quickly determined that Jeremy Moritz would be the pro-tem chairperson. Order was called at 7:00pm by Chairperson Pro-tem Jeremy Moritz.

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** Everyone present were there for items on the agenda.

**APPROVAL OF MINUTES**

- Kayner motioned to approve the minutes and was seconded by Wullenwaber. The Planning Commission then voted unanimously to Approve the Minutes for September 30, 2020.

**WORK SESSION**

**THE MATTER OF DISCUSSION OF REVISIONS TO HMC 18.110 – CONDITIONAL USES**

**STAFF REPORT:**

- Hitt discussed the differences between HMC 18.110 found in exhibit A and the draft Revised Model Code – Chapter 4.4 – Conditional Use Permits found in exhibit B.
- Commission requested to have reference points for current code during the next discussion of the draft Revised Model Code for clarification.
- Hitt referred to the draft Zoning Matrix to help explain the differences between zones R-1 through zones M-2.
- Commission requested a big copy of the current zoning map for the next discussion of the draft Revised Model Code for comparison and clarification.



October 20, 2020

- Commissioner Kurt Kayner volunteered to review zones M-1 and M-2 in the draft Revised Model Code and draft Zoning Matrix and bring back suggestions during the next discussion.
- Hitt explained the reasons for the suggested changes are to prevent conflicts and control and limit land over use. An example given was outright use in an industrial zone can turn into residential use over several years causing conflict with neighboring landowners.
- Hitt explained that due to the sub-division public hearing on the next month's agenda, more discussion on the code review will be held during the December meeting. The Commission was asked to review the zoning matrix before the next discussion in December.

**With no further discussion, the meeting was adjourned at the hour of 7:49pm.**

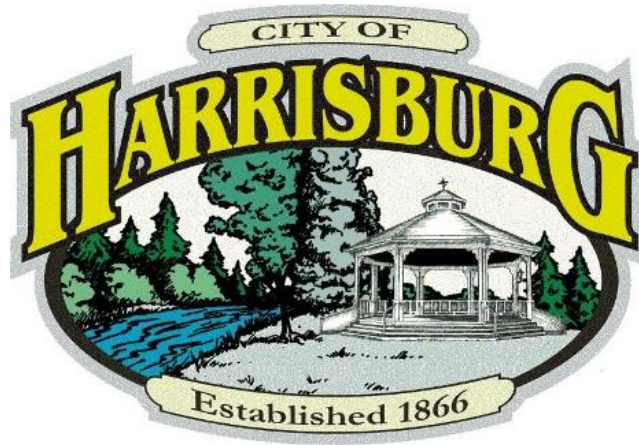
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**Chairperson**

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**City Recorder**

UNAPPROVED



Library Board Meeting Minutes  
 October 08, 2020

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**Chairperson:** Cassandra Barney, Presiding  
**Board Members Present:** Jayne Detering, Violet Stone, and Anita McClure  
**Staff Present:** Assistant City Administrator/City Recorder Michele Eldridge, Utility Billing/Library Supervisor Lori Ross, and Librarians Cheryl Spangler and Mandy Pelkey  
**Meeting Location:** Harrisburg Municipal Center @ 354 Smith St.

**CALL TO ORDER AND ROLL CALL at the hour of 6:32pm**

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** Everyone present were there for items on the agenda.

**APPROVAL OF MINUTES**

- Stone **motioned to approve the minutes from June 11, 2020. She was seconded** by President Barney. **The Library Board then voted unanimously to approve the minutes from June 11, 2020.**

**OLD BUSINESS**

**THE MATTER OF... REVIEWING A LIBRARY PROGRAM PROPOSAL**

Eldridge shared that unfortunately, Library Programs were still considered a social gathering by the state, therefore, the City wasn't able to allow any programs to be held at this time. The Library Board decided after some discussion, that it would be premature to discuss a new Library Program if they weren't able to hold a program. The subject was tabled until the next meeting.

**NEW BUSINESS**

**THE MATTER OF SUBMITTING AN APPLICATION FOR THE OREGON DIGITAL LIBRARY CONSORTIUM**

October 08, 2020

**STAFF REPORT:** Ross went over the details of the program, as stated in the agenda report. The total possible fees for this program are \$5,500, but will likely be less, although the cost of the program in the next fiscal year will increase slightly. Therefore, it will be budgeted in the next fiscal year. She went over the conditions of membership, which will be completed by the City over the next few months. The Linn Library Consortium votes in April, and if accepted, an agreement will be signed by all, and the Library will be invoiced for its share.

The Library Board and staff agreed that this will be a great program to offer our patrons, especially when it's something that can be done during a pandemic. The Library plans on dropping the genealogy subscription, which will help pay for the program, and plans on requesting some additional funds from the City, as well as the Harrisburg Library Guild.

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

**STAFF REPORT:** Eldridge shared that there had been no applications turned in so far and recommended that the board members talk to their friends, family, and neighbors, and to advocate for new board members. She would be sharing a Facebook Posting, in addition to the website alert board. There would be an extended deadline of November 5, 2020.

**OTHERS:** President Cassie Barney related that a patron had complained to her in tears, because they were being faced with Library fees, and didn't feel that they could use Library services anymore. They had taken this to the City Council last year, who had turned down the proposal, although they did allow the fines for food program (amnesty program) to proceed. She still felt strongly that the Library should not charge fines for late books and wanted to take it to the City Council again. Both Spangler and Pelkey shared that many people were upset about the fines, and often didn't want to use Library Services while they had them. Some patrons had actually stated that they wouldn't use Library services again unless the Library changed its policy.

Both Eldridge and Ross reminded the Library Board that if they wanted to bring this to the City Council again, that they could; however, they suggested that they will need to do new research about a fine free program. In particular, Eldridge emphasized that there needed to be Libraries that are regional/local that are offering the program, and that they shouldn't look at any of the county run libraries when making comparisons. A large Library shouldn't be compared to the small City or district ran Libraries. President Barney said that she would do some more research, as would the Librarians, and would provide it to Ross in time for discussion at the November meeting.

The Library Board then briefly discussed services that were available for patrons of the Library, and it was decided that the Librarians would post on Facebook to remind students that we have computers available, but more importantly, that a student could bring their own computer/tablet to the Library, and could use the WIFI system to do school work. This offers another service to the community, and in particular to a family that may not have strong WIFI services in their home.

October 08, 2020

Eldridge also asked the Librarians and the Library Board if they would like to hold a Halloween event of some sort. The Mayor in particular wanted something to be done on Halloween for the kids in the community. She said that if they were willing, that the City could buy candy out of the general fund, rather than Library funds. She suggested that they could hold a costume contest, which could be posted to Facebook if the parents give permission for the pictures to be shared. They would need a volunteer to stand at the Library entrance, who could hand out candy, and the pavement could be marked with 6' markings. Everyone joked about some of the creative ways we could make the marks for 6' separation, such as using spider webs, or as Spangler suggested, body contours. The Librarians and Board were somewhat non-committal, although everyone thought it would be a nice idea. They would consider it over the next week or so.

**ADJOURN: The Board adjourned at the hour of 7:22pm.**

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**President**

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**City Recorder**