



City Council Meeting Agenda
January 14, 2020
6:30 PM

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

PUBLIC NOTICES:

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

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan

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

ORDINANCES

- 1. THE MATTER OF THE FRED PROPERTY & EQUIPMENT, LLC COMPREHENSIVE PLAN MAP AMENDMENT AND CONCURRENT REZONE APPLICATION (LU 413 & LU 414) AND APPROVING ORDINANCE NO. 971, “AN ORDINANCE AMENDING THE HARRISBURG COMPREHENSIVE PLAN MAP AND ZONING MAP TO REZONE LAND INSIDE THE URBAN GROWTH BOUNDARY OF THE CITY OF HARRISBURG”.**

OPEN A PUBLIC HEARING

STAFF REPORT:

Exhibit A: Application Materials dated 9-5-2019, Revised

Materials dated 9-13-2019 and 10-7-2019

Exhibit B: Ordinance No. 971

ACTION:

- 1.MOTION TO APPROVE/MODIFY/DENY THE FRED PROPERTY & EQUIPMENT, LLC COMPREHENSIVE PLAN MAP AMENDMENT AND CONCURRENT REZONE APPLICATION (LU 413 & 414), SUBJECT TO CONDITIONS OF APPROVAL CONTAINED IN THE JANUARY 7, 2020 STAFF REPORT. THIS MOTION IS BASED ON RECOMMENDATIONS BY THE PLANNING COMMISSION ON NOVEMBER 19, 2019, AND FINDINGS MADE BY THE CITY COUNCIL DURING DELIBERATIONS ON THE REQUEST AT THE JANUARY 14, 2020 PUBLIC HEARING.**
- 2. MOTION TO APPROVE ORDINANCE NO. 971, “AN ORDINANCE AMENDING THE HARRISBURG COMPREHENSIVE PLAN MAP AND ZONING MAP TO REZONE LAND INSIDE THE URBAN GROWTH BOUNDARY OF THE CITY OF HARRISBURG”.**

APPLICANT: Tim Walter, Fred Property & Equipment LLC, 445 N 7th Street, Harrisburg, OR 97446

LOCATION: 770 & 776 N. 7th St., Map 15S-04W-10CA, Lot 00200

HEARING DATE: January 14, 2020

ZONING: Current: Single-Family Residential (R-1); Proposed: Medium Density Residential (R-2)

OWNER: Fred Property & Equipment, LLC, 445 N. 7th St., Harrisburg, OR 97446

2. THE MATTER OF APPROVING ORDINANCE NO. 972, “AN ORDINANCE AMENDING HARRISBURG ORDINANCE NO. 895 – ANNEXING CERTAIN PROPERTIES UNDER THE “ISLAND ANNEXATION” PROVISIONS ALLOWED BY ORS 222.750 IN 2011”.

STAFF REPORT:

Exhibit A: Ordinance No. 895

Exhibit B: Amending Ordinance No. 972

ACTION: *MOTION TO ADOPT ORDINANCE NO. 972, “AN ORDINANCE AMENDING HARRISBURG ORDINANCE NO. 895 – ANNEXING CERTAIN PROPERTIES UNDER THE “ISLAND ANNEXATION” PROVISIONS ALLOWED BY ORS 222.750 IN 2011”.*

RESOLUTIONS

3. THE MATTER OF APPROVING THE FINAL 2019 HARRISBURG WATER SYSTEM MASTER PLAN, AND RESOLUTION NO. 1224.

STAFF REPORT:

Exhibit A: Proposed Resolution No. 1224

Exhibit B: Harrisburg Water System Master Plan (Protected

Document not included with Public Packet)

ACTION: Motion to Approve Resolution No. 1224, “*A RESOLUTION ADOPTING THE HARRISBURG WATER SYSTEM MASTER PLAN.*”

4. THE MATTER OF A REQUEST TO REDUCE ACCRUED AND FUTURE INTEREST RATES ON AN EXISTING LIEN, AND APPROVING RESOLUTION NO. 1225

STAFF REPORT:

Exhibit A: Resolution No. 857

Exhibit B: Request from Tim Walter

Exhibit C: Amending Resolution No. 1225

ACTION: Motion to approve Resolution No. 1225, *"A RESOLUTION AMENDING RESOLUTION NO. 857, REMOVING THE INTEREST RATE REQUIREMENT, AND THEREFORE REDUCING THE AMOUNT OF THE LIEN ON THAT PROPERTY IDENTIFIED AS 15S-04W-10CA 00200"*.

NEW BUSINESS

5. THE MATTER OF APPROVING AN IGA WITH THE CITY OF COBURG FOR ENHANCED TRAFFIC ENFORCEMENT SERVICES

STAFF REPORT:

Exhibit A: Response to Request for Proposal – City of Coburg

Exhibit B: Final Draft of the Intergovernmental Agreement for

Traffic Enforcement Services

ACTION: MOTION TO APPROVE THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITIES OF HARRISBURG AND COBURG FOR TRAFFIC ENFORCEMENT SERVICES FOR 11 CONSECUTIVE MONTHS COMMENCING FEB 1, 2020, WITH A TOTAL COST NOT TO EXCEED \$15,000

6. THE MATTER OF AUTHORIZING A MURAL TO BE PAINTED IN THE HARRISBURG PUBLIC LIBRARY

STAFF REPORT:

Exhibit A: Drawing of Proposed Mural

Exhibit B: Picture of the proposed mural location

ACTION: MOTION TO AUTHORIZE CITY STAFF TO PROCEED WITH THE STEPS NEEDED TO CONTRACT WITH HOLLY BEA JONES TO PAINT AN APPROVED MURAL ON THE WALL OF THE HARRISBURG PUBLIC LIBRARY.

7. THE MATTER OF APPROVING THE 5TH STREET IMPROVEMENT PROJECT.

STAFF REPORT:

Exhibit A: 5th Street Improvement Plans

ACTION: MOTION TO APPROVE THE S. 5TH STREET IMPROVEMENT PROJECT

8. THE MATTER OF APPROVING A REVISED INTERIM CITY ADMINISTRATOR CONTRACT

STAFF REPORT:

Exhibit A: Proposed New Contract

Exhibit B: Current Interim Administrator's Contract

Exhibit C: Email from City Attorney, Jim Brewer

ACTION: MOTION TO APPROVE THE REVISED EMPLOYMENT AGREEMENT BETWEEN THE CITY OF HARRISBURG AND JOHN HITT, EFFECTIVE JAN 14, 2020.

9. THE MATTER OF PROCLAIMING JANUARY 26-FEB 1, 2020 AS SCHOOL CHOICE WEEK IN THE CITY OF HARRISBURG

STAFF REPORT:

Exhibit A: Mayor's Proclamation – School Choice Week

ACTION: If the Mayor chooses, he may proclaim January 26 – Feb 1, 2020 as School Choice Week in the City of Harrisburg.

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.

10. THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: Library Board Appointments

Exhibit B: Planning Commission Appointments

Exhibit C: Knife River 3rd Addendum to Purchase Agreement

Exhibit D: City Council Work Session Minutes for October 22, 2019

Exhibit E: Payment Approval Report for December 2019

Exhibit F: Planning Commission Minutes for October 15, 2019

Exhibit G: Personnel Committee Minutes for October 9, 2019

Exhibit H: Library Board Minutes for November 14, 2019

ACTION: Motion to Approve the Consent List

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

1. The Appointment of Anita McClure to the Library Board for the remainder of a term ending June 30, 2020.
2. The Appointment of Jeremy Moritz and Roger Bristol to new 4-year terms ending December 31, 2023
3. The City Council Minutes for the October 22, 2019 Work Session

4. The payment approval report for December 2019

CITY ADMINISTRATOR VERBAL REPORT

The City Administrator will provide a Verbal Report on the following:

1. Knife River 3rd Addendum Agreement (In the Consent List section)
2. City Administrator Recruitment
3. Summer Sounds Concerts & Movies
4. Municipal Court Status Report

OTHER ITEMS

ADJOURN

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF THE FRED PROPERTY & EQUIPMENT, LLC COMPREHENSIVE PLAN MAP AMENDMENT AND CONCURRENT REZONE APPLICATION (LU 413 & LU 414) AND APPROVING ORDINANCE NO. 971, “AN ORDINANCE AMENDING THE HARRISBURG COMPREHENSIVE PLAN MAP AND ZONING MAP TO REZONE LAND INSIDE THE URBAN GROWTH BOUNDARY OF THE CITY OF HARRISBURG”.

STAFF REPORT:

Exhibit A: Application Materials dated 9-5-2019, Revised
Materials dated 9-13-2019 and 10-7-2019

Exhibit B: Ordinance No. 971

ACTION:

1. MOTION TO APPROVE/MODIFY/DENY THE FRED PROPERTY & EQUIPMENT, LLC COMPREHENSIVE PLAN MAP AMENDMENT AND CONCURRENT REZONE APPLICATION (LU 413 & 414), SUBJECT TO CONDITIONS OF APPROVAL CONTAINED IN THE JANUARY 7, 2020 STAFF REPORT. THIS MOTION IS BASED ON RECOMMENDATIONS BY THE PLANNING COMMISSION ON NOVEMBER 19, 2019, AND FINDINGS MADE BY THE CITY COUNCIL DURING DELIBERATIONS ON THE REQUEST AT THE JANUARY 14, 2020 PUBLIC HEARING.

2. MOTION TO APPROVE ORDINANCE NO. 971, “AN ORDINANCE AMENDING THE HARRISBURG COMPREHENSIVE PLAN MAP AND ZONING MAP TO REZONE LAND INSIDE THE URBAN GROWTH BOUNDARY OF THE CITY OF HARRISBURG”.

APPLICANT: Tim Walter, Fred Property & Equipment LLC, 445 N 7th Street, Harrisburg, OR 97446

LOCATION: 770 & 776 N. 7th St., Map 15S-04W-10CA, Lot 00200

HEARING DATE: January 14, 2020

ZONING: Current: Single-Family Residential (R-1); Proposed: Medium Density Residential (R-2)

OWNER: Fred Property & Equipment, LLC, 445 N. 7th St., Harrisburg, OR 97446

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

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

STAFF RECOMMENDATION:

Staff recommend the City Council approve the Fred Property & Equipment LLC Comprehensive Plan Map Amendment and Concurrent Rezone Application by adopting Ordinance No. 971.

BACKGROUND INFORMATION:

The applicant has submitted a proposal to amend the Comprehensive Plan Map Designation and concurrently Rezone the subject property located at 770 and 776 N. 7th Street from Low Density to Medium Density Designation and Single-Family Residential (R-1) to Medium Density Residential (R-2) Zoning. The site abuts Single Family Residential (R-1) zoned lands to the east, north, and west, and abuts Medium Density Residential (R-2) zoned lands to the south.

The subject site is approximately 2.25 acres in size, and is presently developed with a barn structure, a pole barn/shop structure, a small pump house, an RV pad and a single-family manufactured home. Demolition permits for the remaining structures have been issued and the applicant has stated that removal of the structures will be completed post decision on the current application under review.

The applicant intends to develop the subject property with a multi-family, group quarters, assisted/independent living type facilities to house a growing population that requires this type of housing. The applicant claims that this type of use is presently not available in Harrisburg and the use is not currently allowable in the Single Family Residential (R-1) zone. However, Residential Facilities are currently considered as a Conditional Use in the Single Family Residential (R-1) zone (MHC 18.15.040 – Conditional Uses Permitted).

“Residential facility” has been defined in ORS 443.400 to include the terms “residential care facility,” “residential training facility,” “residential treatment facility,” “residential training home,” and “residential treatment home,” and includes a facility licensed under ORS 443.400 through 443.460, for six or more physically or mentally handicapped persons or elderly persons who need not be related. As such, the applicant’s anticipated use of the site is beyond the scope of this definition. Therefore, Staff concurs with the applicant that a Redesignation and Rezone is required to accomplish the owners’ objectives.

The applicant proposes that the zoning and Designations of the parcel be changed from Single Family Residential (R-1) zoning and Low Density Residential Designation to Medium Density Residential (R-2) Zoning and Medium Density Residential Designation.

INTRODUCTION

The following findings demonstrate that the proposed Redesignation and Rezone will comply with all applicable approval criteria and related standards as set forth in the Harrisburg Comprehensive Plan. The following evaluation includes findings of compliance with the applicable criteria and related standards as provided in the Harrisburg Municipal Code, Harrisburg Comprehensive Plan, and Oregon Statewide Planning Goals, with informational items noted where appropriate. The approval criteria and related standards are listed below in bold, with findings addressing each.

CRITERIA AND FINDINGS OF FACT

HMC 18.120 - Amendments

18.120.010 Authorization and procedure for Initiating amendments.

1. A request for amendment of this title may be initiated by:

- a. The City Council;**
- b. The Planning Commission;**
- c. City staff;**
- d. A property owner, a group of property owners, or the authorized agent of the owner(s) for property which is owned by the owner or owners; or**
- e. Any affected citizen or property owner within the Harrisburg urban growth boundary for an amendment to the text of this title.**

FINDING: The owner, Fred Property & Equipment, LLC, of 770 and 776 North 7th Street has submitted a request to amend the Comprehensive Plan Map and concurrently Rezone the subject site in compliance with the above standard.

HMC 18.120.010 (2). The request by a property owner or his/her authorized agent shall be accomplished by filing an application with the City Recorder using a form prescribed pursuant to HMC 18.125.100. A filing fee in accordance with the provisions of HMC 18.125.110 shall accompany an application by a property owner or his authorized agent for an amendment. [Ord. 882 § 9.010, 2010.]

FINDING: An application to amend the Comprehensive Plan Map and Rezone the subject site, accompanied by the relevant filing fee, was submitted by the property owner on September 5, 2019, with supplemental materials submitted on September 13, 2019 and October 7, 2019 in compliance with this criterion.

HMC 18.120.020 Public hearings on amendments.

All requests for amendment to the text or the zoning map of this title shall comply with the following public hearing procedures:

- 1. The Planning Commission shall conduct a public hearing concerning the proposed amendment in accordance with the notice provisions of HMC 18.125.140. The hearing shall be held at least 35 days after receipt of the application for amendment.**

FINDING: A Public Hearing before the Planning Commission was held on November 19, 2019, at least 35 days after the October 14, 2019 date of application completeness notification.

- 2. The Planning Commission shall, within 63 days of the first hearing, recommend to the City Council either approval, disapproval, or modification of the proposed amendment.**

FINDING: The Planning Commission forwarded a recommendation for approval of the request as submitted to the City Council at the November 19, 2019 Public Hearing, the first evidentiary hearing.

- 3. After receiving the recommendation of the Planning Commission, the City Council shall hold a public hearing on the proposed amendment in accordance with the notice provisions of HMC 18.125.140.**

FINDING: A Public Hearing was scheduled with the City Council on January 14, 2020, not less than 20 days after the Planning Commission decision on the request, in accordance with the notice provisions of HMC 18.125.140.

HMC 18.120.020 (7). In taking action on a request to amend the text or map of this title, the Planning Commission and City Council shall determine that the amendment is consistent with the policies of the comprehensive plan and with the comprehensive plan map. [Ord. 882 § 9.020, 2010.]

FINDING: As the findings below show, the proposal to Redesignate and Rezone the subject site is consistent with the goals and policies of the Comprehensive Plan and Comprehensive Plan Map.

OREGON STATEWIDE PLANNING AND HARRISBURG COMPREHENSIVE PLAN GOAL COMPLIANCE

Goal 1 - Citizen Involvement

Goal 1 - Citizen Involvement: To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

FINDING: This goal will be met by compliance with the adopted notification and hearing processes under Harrisburg Municipal Code Section 18.125.130, and 18.125.140.

FINDING: The City is processing the Redesignation and concurrent Rezone as a Type-IV Legislative Decision per HMC Section 18.125.100 and scheduled the first evidentiary hearing before the Harrisburg Planning Commission on November 19, 2019, and the second evidentiary hearing before the City Council on January 14, 2020. All required public notices were submitted prior to the Planning Commission and City Council Public Hearings according to HMC requirements.

Goal 2 - Land Use Planning

Goal 2 - Land Use Planning: To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of

land and to assure an adequate factual base for such decisions and actions.

FINDING: Goal 2 outlines the basic procedures of Oregon's statewide planning program, stating that land use decisions must be made in accordance with comprehensive plans and that effective implementation ordinances must be adopted. High Density Residential (R-3), Medium Density Residential (R-2), and Single Family Residential (R-1) Zonings implement the City's Comprehensive Plan residential land use Designations. Therefore, as the findings state within subsequent sections of this report, the Redesignation and Rezone request from Low Density Residential and Single Family Residential (R-1) to Medium Density Residential (R-2) is consistent with the City's DLCD acknowledged Comprehensive Plan.

Goal 5 - Open Spaces, Scenic and Historic Areas & Natural Resources

Goal 5 - Open Spaces, Scenic and Historic Areas, & Natural Resources: To conserve open space and protect natural and scenic resources.

FINDING: Goal 5 requires local governments to inventory and protect historic areas. The subject property contains no inventoried scenic, historic, or natural resources.

FINDING: The Harrisburg Local Wetland Inventory and Wetland Protection Program were acknowledged as in compliance with the Goal 5 administrative rule (OAR 660-023). The subject property contains no inventoried wetlands. The proposed Comprehensive Plan amendment will change the plan designation from Low Density Residential to Medium Density Residential. There is no change proposed to the Comprehensive Plan Goal 5 program or the regulatory measures.; therefore, it is consistent with Goal 5.

Goal 7 - Areas Subject to Natural Disasters and Hazards

Goal 7 - Area Subject to Natural Disasters and Hazards: To protect life and property from natural disasters and hazards.

FINDING: Goal 7 requires that jurisdictions apply appropriate safeguards when planning development in areas that are subject to natural hazards such as flooding. The only identified natural hazard in Harrisburg is flooding, and Harrisburg has an acknowledged floodplain protection ordinance that is implemented by Chapter 15.20 of the Harrisburg Municipal Code. Land within the floodway is considered unsuitable for urban development. The Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (#41043C1118G) covering the subject property indicates that the property is in Flood Zone X, areas outside the 500-year floodplain. The proposed Rezone will not affect Natural Disaster or Hazard Risk area boundaries. Identification of possible flood hazards and their impacts on future proposed development will be addressed during future land use review. Therefore, Goal 7 has been properly addressed.

Goal 9 - Economic Development

Goal 9 - Economic Development: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

FINDING: Goal 9 requires local governments to estimate the amount of commercial and industrial land that will be needed over the planning period. The proposal to amend the Comprehensive Plan land use Designation and Zoning of the site is consistent with the overall policy framework and analyses used to generate employment forecasts and estimate future land needs in the recent Comprehensive Plan update process. The current Comprehensive Plan Map identifies the site as Residential. The proposal to amend the land use Designation and Rezone the property does not change the intended use of the site, nor does it change any anticipated employment opportunities associated with the site. Therefore, Goal 9 has been addressed.

Goal 10 - Housing

Goal 10 - Housing: To provide for the housing needs of citizens of the state.

FINDING: Goal 10 requires local governments to estimate the projected population growth and the need for residential land over the planning period. This proposal includes lands proposed to be Redesignated for residential uses. Therefore, Goal 10 is applicable.

FINDING: The applicant has submitted this request in order to increase the allowable uses and density for the subject site, and to increase the supply of a specific housing type documented in the Urbanization Study. This request is made consistent with the demographic information and implementation measures set out in the City of Harrisburg Comprehensive Plan as follows:

Medium Density Residential: a. Medium density zones shall be in those areas designated Medium Density Residential on the Comprehensive Plan map, and shall be allowed consistent with the residential land needs analysis.

FINDING: Following the requested Comprehensive Plan Map amendment, the Medium Density Residential (R-2) zone will implement the planning Medium Density Residential Designation. The Urbanization Study documents changing needs in the community and the applicant has stated an intention to develop the site in response to this change. The need to provide group quarters is clearly identified and documented in the *Urbanization Study (2013)*, and notes that the deficit of Medium Density Residential lands is more acute than the forecasted deficit for Low Density Residential lands. The study identifies a deficit of 53 acres of residential land for the 2013 to 2033 period, with a 26-acre deficit in Low Density Residential, an 18-acre deficit in Medium Density Residential, and a 10-acre deficit in High Density Residential.

FINDING: For the 2013- 2033 planning horizon, the *Urbanization Study (2013)* states a 127-acre supply of Single Family Residential (R-1) zoned land and demand for 152-acres. Therefore, supply is 84% of demand in comparison to the Medium Density Residential (R-2) zone where there is a supply of 27-acres and a demand for 45-acres, meeting only 60% of demand. Furthermore, Medium Density Residential (R-2) land represents 17.5% of the overall residential land base but accounts for 22% of the overall residential deficit. The changing demographic and housing trends for the 20-year planning horizon demonstrate that it is acceptable to change the Designation and Zoning of this property to meet density and population projections.

FINDING: The subject site presents an opportunity to meet an unmet need for Group Quarters housing without impacting the overall deficit of Single Family Residential (R-1)

lands as the property is shown as developed in the *Urbanization Study (2013)* and was not included in the supply of any land use category. Therefore, the addition of this site as Medium Density Residential (R-2) zoned land has the effect of alleviating a portion of the deficit of Medium Density Residential (R-2) zoned property (through 2033). However, an approval of the Redesignation and Rezone request nullifies any gains made in alleviating the Single Family Residential (R-1) deficit as the result of the previous Annexation and Zoning of the site to Single Family Residential (R-1).

The applicant would like to Rezone the subject property from Single Family Residential (R-1) to Medium Density Residential (R-2). The applicant stated during their testimony at the November 19, 2019 Planning Commission Public Hearing that the construction plans for the site have not been developed, and that the applicant is intending to construct a variety of living quarters on the site, including group quarters, multifamily, and similar facilities for an older population. The intended uses of the site are currently not allowed in the Single Family Residential (R-1) zone, specifically the Conditional Use standard listed under Harrisburg Municipal Code Chapter 18.15.040. Therefore, the Redesignation and Rezone request is required in order to meet the applicant's desired objectives.

Medium Density Residential shall be located along or near arterial or collector streets to improve transportation flow and options.

FINDING: The subject property is located on 7th Street, classified as a Minor Arterial and consistent with this standard.

Adequate sanitary sewer, storm sewer, and water lines shall be available without exception.

FINDING: Adequate sanitary sewer, storm sewer, and water lines are available to serve future Medium Density Residential development.

Street access to the property shall provide entrance for emergency vehicles.

FINDING: Any proposed development shall provide adequate access for emergency vehicles consistent with this standard. The subject property is of a size that it is possible to design the site to accommodate entrance for emergency vehicles.

Landscaping shall be required and maintained for multi-family structures.

FINDING: As the findings state above, any future development on these parcels is required to be in compliance with their respective Plan Designation and corresponding Zoning. Therefore, Goal 10 has been properly addressed.

Goal 11 - Public Facilities and Services

Goal 11 - Public Facilities and Services: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

FINDING: The DLCD acknowledged 2013 Comprehensive Plan found compliance with the Statewide Planning Goals, including Goal 11.

FINDING: The proposed Rezone poses no impact on provision of public facilities and services. Any future development will be required to demonstrate adequate water supply and sewer treatment and disposal capacity necessary for such development.

Goal 12 - Transportation

Goal 12 - Transportation: To provide and encourage a safe, convenient and economic transportation system.

FINDING: Goal 12 encourages the provision of a safe, convenient and economic transportation system. This goal also implements provisions of other statewide planning goals related to transportation planning in order to plan and develop transportation facilities and services in coordination with urban and rural development (OAR 660-012-0000(1)).

As stated in 660-012-0060 “Where an amendment to a functional plan, acknowledged comprehensive plan, or land use regulation would significantly affect an existing or planned transportation facility, the local government shall put into place measures to assure allowed land uses are consistent with the identified function, capacity, and performance standards of the facility.”

FINDING: The Redesignation and Rezone request from Low Density Residential/Single Family Residential (R-1) Zoning to Medium Density Residential/Medium Density Residential (R-2) Zoning allows for future development of the site consistent with the identified functional road classifications. This application poses no negative impacts to the transportation system, and the proposed Rezoning complies with the City’s Transportation System Plan. Therefore, the request complies with Goal 12.

Goal 13 - Energy Conservation

Goal 13 - Energy Conservation: This goal states: “Land and uses developed on the land shall be managed and controlled so as to maximize the conservation of all forms of energy, based upon sound economic principles.”

FINDING: Energy consequences of the proposed amendments have been considered and the proposed Rezone does not include a proposed use. As such, no impacts are anticipated at this time. Therefore, Goal 13 has been adequately addressed.

CONCLUSIONS

The applicant requests approval of the Redesignation and concurrent Rezone request. As demonstrated by the above discussion, analysis and findings, the application, complies with the applicable criteria from the Harrisburg Municipal Code.

POSSIBLE ACTIONS BY THE CITY COUNCIL

In considering the proposed amendments, the City Council may take the following actions after the closing of the record:

1. Move to approve the Ordinance as presented in Exhibit B.
2. Move to approve the Ordinance with changes to the proposed Findings contained herein.

3. Move to deny the amendments to the Comprehensive Plan Map and Zoning Map, with changes to the Findings contained herein.
4. Move to refer the amendments to the Comprehensive Plan Map and Zoning Map as presented in Exhibit A, back to the Planning Commission for further review.

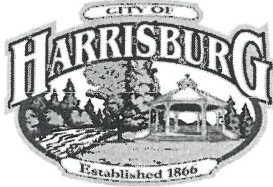
MOTION (If necessary):

"I make a motion to adopt Ordinance No. 971, **"AN ORDINANCE AMENDING THE HARRISBURG COMPREHENSIVE PLAN MAP AND ZONING MAP TO REZONE LAND INSIDE THE URBAN GROWTH BOUNDARY OF THE CITY OF HARRISBURG"**.

- a. If vote is unanimous, ordinance is adopted and will go into effect in 30 days.
- b. If vote is not unanimous, no further action is needed and the ordinance will be considered for adoption at the next Council meeting.

REVIEW AND APPROVAL:

John Hitt Date
City Administrator



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

LAND USE APPLICATION

STAFF USE ONLY

File Number: 413-2019 (COMP PLAN) Date Received: 9-5-19
414-2019 (ZONE MAP CHANGE)
Fee Amount: \$1,375 / \$1,725

APPLICATION TYPE

- | | |
|--|---|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Property Line Adjustment |
| <input checked="" type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Partition / Replat <input type="checkbox"/> Minor <input type="checkbox"/> Major |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Site Plan Review |
| <input type="checkbox"/> Historic Permit | <input type="checkbox"/> Site Plan Review - Parking Only |
| <input type="checkbox"/> Resource Alteration | <input type="checkbox"/> Subdivision / Replat |
| <input type="checkbox"/> Resource Demolition | <input type="checkbox"/> Vacation of Street, Alley or Easement |
| <input type="checkbox"/> Historic Review – District | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Legal Lot Determination | <input checked="" type="checkbox"/> Zone Map Change |
| <input type="checkbox"/> Measure 37 Claim | <input type="checkbox"/> Zoning Ordinance Text Amendment |

PLEASE PROVIDE A BRIEF SUMMARY OF THE PROPOSAL

Project Description

Change The zoning and planning designations of a parcel from R-1 Low Density Residential to R-2 Medium Density Residential

Project Name

Walter Plan Amendment & Zone Change

The City of
Harrisburg

SEP 5 2019

RECEIVED

PRIMARY CONTACT AND OWNER INFORMATION

Applicant's Name Karl Mueller
 Phone (541) 915-5042 Email Muellerplanning@gmail.com
 Mailing Address 846 A St. Springfield, OR 97477
 Applicant's Signature Karl Mueller Date 9/3/19

Property Owner Name Tim Walter, Fred Property LLC
 Phone (541) 729-6738 Email
 Mailing Address 445 N. 7th St. Harrisburg OR
 Owner's Signature Tim Walter Date 9-5-19

*If more than one property owner is involved, provide a separate attachment listing each owner or legal representative and their signature.

PROPERTY DESCRIPTION

(general vicinity, side of street, distance to intersection, etc.)

Street Address 770 + 776 N. 7th St Harrisburg
 General Location Description East side of N. 7th St. north of Territorial

Assessor's Map Number(s)

Related Tax Lot(s)

Map # 15-04-10-05CA

Tax Lot(s) # 00300 00200

The Assessor's Map Number (Township, Section, and Range) and the Tax Lot Number (parcel) can be found on your tax statement, at the Linn County Assessor's Office, or online at:

<http://linn-web.co.linn.or.us/propertywebquerypublic/>

Lot Area 2.25 acres

PLEASE TELL US MORE ABOUT THE PROPOSAL AND ITS SITE

1. Are there existing structures on the site? ☒ Yes ☐ No If yes, please explain

2. Indicate the uses proposed and describe the intended activities:

See narrative

3. How will open space, common areas and recreational facilities be maintained?

See narrative

4. Are there previous land use approvals on the development site? ☐ Yes ☒ No
If yes, please include a discussion in the project narrative describing how the prior approvals impact your proposal.

AUTHORIZATION FOR STAFF & DECISION MAKERS TO ENTER LAND

City staff, Planning Commissioners, and City Councilors are encouraged to visit the sites of proposed developments as part of their review of specific land use applications. Decision maker site visits are disclosed through the public hearing process. Please indicate below whether you authorize City staff and decision makers to enter onto the property(-ies) associated with this application as part of their site visits.

☐ I authorize City staff and decision makers to enter onto the property(-ies) associated with this application.

☐ I do not authorize City decision makers to enter onto the property(-ies) associated with this application.

LAND USE AND OVERLAY ZONES

Existing Zone(s)

Existing Comprehensive Plan Designation(s)

Please select any of the following zone overlays or natural areas that apply to the subject site:

- | | | |
|---|--|-----------------------------------|
| <input type="checkbox"/> Historic Overlay | <input type="checkbox"/> Willamette River Greenway | <input type="checkbox"/> Wetlands |
| <input type="checkbox"/> Floodplain | <input type="checkbox"/> Riparian Corridors | |

*Please include a discussion in the project narrative indicating how these overlays affect your proposal. For more information about any of these overlays or natural areas, please contact the City Planner at (541) 995-6655.

CHECK THE BOX NEXT TO INCLUDED EXHIBITS

- | | |
|---|--|
| <input checked="" type="checkbox"/> Narrative | <input type="checkbox"/> Architectural Elevations |
| <input checked="" type="checkbox"/> Assessor's Map with Applicable Tax Lots Highlighted | <input type="checkbox"/> Architectural Floor Plans |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Utilities Plan |
| <input type="checkbox"/> Survey / ALTA | <input type="checkbox"/> Electronic Versions of Exhibits |
| <input checked="" type="checkbox"/> Aerial Photograph / Existing Land Use(s) Map | <input type="checkbox"/> Geotechnical Report/Site Assessment |
| <input checked="" type="checkbox"/> Zoning Map (if applicable, show proposed changes) | <input checked="" type="checkbox"/> Application Fee |
| <input checked="" type="checkbox"/> Comprehensive Plan Map (If applicable, show proposed changes) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Subdivision or Partition Plat | |

*A written narrative is required for all application types. Typical drawings sizes are 24"X36", 11"X17", or 8.5"X11". Sizes of required drawings will depend on the type and scope of applications involved. Contact the City Planner to verify requirements. On your plans, include the following: property lines, points of access for vehicles, pedestrians, and bicycles, water courses, any natural features (wetlands, floodplain, etc.), existing and proposed streets and driveways, parking areas, utilities, pedestrian and bike paths, and existing easements. Please note there are additional specific graphic and narrative requirements for each application type. Refer to the Harrisburg Municipal Code for more information.

Application to Amend the Harrisburg Comprehensive Plan Diagram and Zoning Map

I. General Information

Applicant: Karl Mueller for Fred Property LLC

Agent: Karl Mueller, Mueller Planning

Owner: Fred Property and Equipment LLC

Site Address: 770 and 776 N. 7th St. Harrisburg, OR

Map and Tax Lot: 15-04-10-00 Tax lot #200

Existing Planning/Zoning Designation: Low Density Residential/ (R-1)

Requested Planning and Zoning Designation: Medium Density Residential/ (R-2)

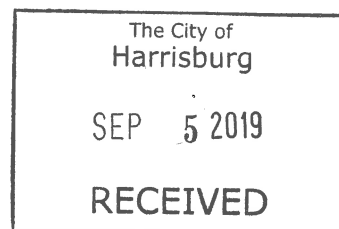
II. Executive Summary

An application to amend the Comprehensive planning and zoning designations for the subject property, a 2.25 acre parcel located at 770 and 776 N. 7th Street from Low Density to Medium Density zoning. The subject property is presently developed with a barn structure, a pole barn/shop structure, a small pump house, an RV pad and a double wide. Demolition permits for the remaining structures have been issued and following approval of the application the owner will remove those structures. The owner intends to redevelop the entire property.

The applicant ultimately intends to develop the subject property with multi-family group assisted/independent living quarters to house a growing portion of the population that requires housing of this type. This housing type is presently not available in Harrisburg. The use is not allowable in the low density residential zone. The applicant proposes that the zoning planning designations of the parcel be changed to Medium Family Residential

III. Approval Criteria

The applicant requests amendment of the Zoning and Comprehensive planning map consistent with the requirements set out in the Harrisburg Zoning Code/Ordinance at 18.05.030 through 18.05.110(8).



1

Because the type of development contemplated by the applicant is not allowable in the R1 zone, the applicant has made this application.

This amendment is consistent with the purpose of the amendment provisions and the zoning code. The applicant makes this application in response to the changing needs for housing types in Harrisburg. This application will provide a housing opportunity serving older members of the Harrisburg community because purpose of the amendment is facilitate assisted/independent living facilities for older residents of Harrisburg. That development is intended to serve one of the demonstrably faster growing demographics in Harrisburg.

18.05.030 Amendment.

The comprehensive plan will serve as a flexible document which will be amended, updated and continually improved upon as an ongoing process which encourages adaptation to changing attitudes, technology and needs. The comprehensive plan will serve as the basis of all future comprehensive plans to be developed. [Ord. 481 § 3, 1980.]

The application is to amend the Comprehensive Plan responding to changing needs in Harrisburg, Oregon. As noted in the provision, supra, the comprehensive plan is a “flexible document” which shall be amended and improved upon. Evidence demonstrates that the population of persons 65 and older is one of the fastest growing demographics in Harrisburg. Persons in this demographic have particular housing needs and these needs are of often best served by the medium density district as explained in the Urbanization study and discussed in greater detail in this document. The Urbanization Study contemplates that Harrisburg will need to accommodate an aging portion of the population:

It will be important for Harrisburg to plan for a range of housing types to allow aging citizens to maintain their residence in Harrisburg. Thus, Harrisburg will need to plan for some persons in group homes. City of Harrisburg Urbanization Study, 4-7 (2013)

The purpose of this development is to provide a housing type that will allow aging citizens to reside in Harrisburg in either assisted/and or independent living facilities.

The Urbanization Study also provides:

If these trends continue, along with continued growth in families with children, housing demand is likely to change in Harrisburg.

Demand for multifamily housing is likely to increase with increase in low and moderate income residents to about 30% of dwellings. Demand for high amenity multifamily housing may increase as the baby boomers begin to downsize. Id at 4-18.

also

Demand for group quarters for retirees, such as an active retirement community, is likely to increase. Id at 4-19.

The Urbanization Study documents changing needs in the community and the application is responsive to this change in needs:

Table 4-17 shows the forecast of new dwelling units and land need by type.

The historical residential mix was 60% single-family, 20% manufactured (mobile home), and 20% multiple family. The needs analysis forecasts a higher level of multi-family housing production and shifts the housing split to 70% single-family types and 30% multifamily types. Id at 4-24.

Even as the need to provide more multifamily housing is clearly identified for a diversity of reasons is documented in the Urbanization Study, the study itself notes that the actual deficit of R2 is more acute than the forecast deficit for R1.

The estimates identify a deficit of 53 acres of residential land for the 2013 to 2033 period, with a 26 acre deficit in LDR, 18 acre deficit in MDR, and 10 acre deficit in HDR. These estimates include land needed for public and semi-public uses. *Id at 6-5.*

The urbanization study provides that there is a 125 acre supply of R1 land for the period between 2013-2033 and demand for 153 acres. Therefore, supply is 79% of demand in comparison to the R2 zone where supply meets only 60% of demand. Furthermore, R2 land only represents only 12.8% of the overall residential land base but accounts for 34% of the overall residential deficit. The changing demographic and housing trends demonstrate that it is appropriate to change the planning and zoning of this property in response to changing needs specifically the need to house the aging portion of the population.

(Please note that the deficits identified in the Urbanization Study are theoretical, that is, through the existing planning horizon period, demand is met.)

This parcel presents an opportunity to meet the unmet need for housing without impacting the existing inventory of R-1 property since the property is shown as developed in the urbanization study and

therefore was not included in the supply of any land use category. Therefore, the addition of this property as medium density property has the effect of alleviating the deficit of R-2 zoned property (through 2033) without exacerbating the deficit (through 2033) of R-1 property.

The purpose of this application is to modify the Harrisburg Comprehensive plan, serving the changing needs of the community providing quality, affordable independent or senior living on these parcels. The development will result in improvements to the surrounding vicinity and character of the area as addressed in this narrative. The zoning would also allow other types of multifamily development also consistent with changing needs, attitudes and demographics in the Harrisburg community.

The proposed amendment therefore, is consistent with the intent of this provision.

18.05.040 Adoption of the comprehensive plan documents.

The Harrisburg comprehensive plan (Ordinance No. 766) is repealed, and a new comprehensive plan with supporting documents is adopted as shown by the provisions contained in Exhibits A and B attached to the ordinance codified in this section. [Ord. 913 § 1, 2013; Ord. 481 § 3B, 1980.]

The subject property is planned for low density residential use and is shown as LDR on the attached Comprehensive Plan Map, *City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 2 (2013)*.

The amendment request is also informed by the information and policies set out in the *Harrisburg Comprehensive Plan (2013)*, Volumes 1 and 2, analyses of uses allowable in the zoning code and the *City of Harrisburg Urbanization Study (2013)*. Based on the policies and information set out in those documents, the applicant respectfully submits that the proposed zoning district is appropriate for the subject property.

As noted above, the Harrisburg Comprehensive Plan is a dynamic document and the Harrisburg zoning code provides procedures by which the Comprehensive Plan may be adopted.

Article II. Amendment

18.05.050 Purpose.

The purpose of this article is to provide procedures and criteria for the amendment of the comprehensive plan. [Ord. 534 § 1, 1986.]

The application for amendment is subject to and follows the procedures and criteria for amendment of the comprehensive plan.

18.05.070 Application.

Application for amendment of the comprehensive plan may be initiated by:

5. A property owner, a group of property owners, or the authorized agent of the owner(s) for property which is owned by the owner or owners.

This application is initiated by the owners of the subject property Timothy and Peggy Water consistent with the requirements of the Harrisburg Development Code. The application narrative and exhibits are prepared by Karl Mueller the authorized agent of the owners for the purposes of this land use application.

18.05.080 Filing.

Application for amendment of the comprehensive plan shall be filed on a form provided by the City Planner, according to the provisions of this article.

The application for amendment is filed on a form provided by the City Planner in compliance with the provisions of this article.

- 1. The City Planner shall refuse to accept an amendment application and the required fee if incomplete or inaccurate information has been submitted to process the application.*

Factually accurate information and the required fee have been submitted by the applicant. There is no basis to refuse the application.

- 2. Fees assessed for an application shall be established by resolution approved by the City Council.*

The applicant has paid the application fee of \$3,100 which was established by resolution of the City Council.

- 3. Application for amendment of the comprehensive plan may be initiated to amend the plan map for a particular parcel or number of parcels, to amend the plan text or to amend a combination of the plan map and text.*

The applicant proposes to amend the plan map for two parcels located respectively at 770 and 776 E. from a designation of low to a designation of multi-family residential, (R-2). This application amends the plan map for two parcels consistent with this subsection.

- a. An application to amend the plan map designation for a parcel or parcels to two or more map designations may be consolidated into a single hearing. Approval of one plan map designation shall not mandate approval of the other designation(s).*

This application amending the zoning designations for two parcels from R1 to R2 designations may be consolidated into a single hearing. The applicant requests this matter be heard only once.

18.05.090 Notice.

Notice of a public hearing before both the Commission and the City Council on a proposed comprehensive plan amendment shall be posted on the property, published in a newspaper of local circulation, and mailed to property owners who own property within 300 feet of the proposed comprehensive plan map change.

1. *Notice shall be mailed by first class mail to the affected owners at the address shown on the last available complete tax assessment roll not less than 21 days nor more than 28 days prior to the date scheduled for public hearing.*

City staff mails to all affected property owners in compliance with this ordinance.

2. *Failure of the property owner to receive notice of public hearing shall not invalidate a recommendation by the Commission or a final decision by the City Council.*

There is no evidence that any affected property owner failed to receive the mailing which in any event would not invalidate the recommendation by the commission. Actual notice is not required.

3. *Notice of the proposed plan map amendment indicating the date and time fixed for public hearing shall be posted and published not less than 21 days prior to the date of public hearings.*

Notice of the hearing shall be posted by city staff in compliance with this Ordinance.

4. *Notice of an application to amend the comprehensive plan shall be transmitted to all affected special districts, school districts, City departments, and Federal, State, County and regional agencies.*

- a. *Such notice shall be transmitted a minimum of 21 days prior to the date of public hearing to allow affected agencies sufficient time to comment on the proposed amendment. Harrisburg planning staff transmits the required notice to affected agencies*

- b. *All agency comments received by the City Recorder shall be made a part of the hearing record and shall be considered during the public hearing.*

c. Failure of an affected agency to receive notice of public hearing on a proposed amendment to the comprehensive plan shall not invalidate a recommendation by the Commission or a final decision by the City Council. [Ord. 534 § 5, 1986.]

All required notices were mailed by planning staff in compliance with this Ordinance. All agency comments have been incorporated into the record of proceedings.

18.05.100 Hearings.

1. The Commission shall conduct a minimum of one public hearing on an application to amend the comprehensive plan.

a. A minimum of a simple majority of the total membership of the Commission shall vote in favor of a recommendation to the City Council on the proposed amendment.

b. The Commission shall render a recommendation on the proposed amendment within 63 days of the date of the first hearing. Failure of the Commission to render a recommendation within the prescribed time shall result in a new public hearing before the City Council without cost to the applicant.

c. In issuing its recommendation, the Commission may approve or deny the proposed amendment as submitted, or it may approve the amendment with modifications.

The applicant requests that the Planning Commission conduct one hearing as allowable by Ordinance and respectfully requests that the Commission forward a recommendation of approval to the Harrisburg City Council for the reasons set forth in greater detail herein specifically the portion of this narrative document related to the substantive approval criteria set out at 18.05.110 of the Harrisburg Zoning Code.

2. The City Council shall conduct a minimum of one public hearing on an application to amend the comprehensive plan.

a. In making a final decision on the proposed plan amendment, the Council shall consider any pertinent evidence, including the testimony of the public, comments by affected agencies, the City's staff report, Commission recommendations, the record of the Commission hearing, and other such data.

All evidence necessary to make a final decision on the proposed plan amendment including public testimony, applicant's testimony, affected agencies, the staff report and the staff report shall be considered by the City Council during the public hearing in compliance with this Ordinance.

b. The Council shall render a final decision on the application within 90 days of the date of the Commission recommendation. Prior to a final decision on adoption of the comprehensive plan amendment, the amendment shall be submitted to the Department of Land Conservation and Development in accordance with the procedures of OAR 660-18-000, as amended.

c. In issuing its final decision, the Council may approve or deny the proposed amendment as submitted or it may approve the amendment with modifications.

3. The burden of proof shall be upon the applicant to determine that each of the criteria for approval as outlined in HMC 18.05.110 can be met. [Ord. 534 § 6, 1986.]

The applicant respectfully suggests that he has met the procedural burden of proof that all relevant approval criteria have been met. The remaining substantive criteria begin at 18.05.110:

18.05.110 Criteria for approval.

To approve an application for amendment of the comprehensive plan, findings shall be made that:

- 1. The proposed amendment is consistent with and does not alter the intent of the applicable sections of the comprehensive plan;*

The proposed amendment is consistent with and does not alter the intent of the applicable sections of the comprehensive plan.

The Harrisburg Comprehensive Plan is organized by Statewide Planning goal; the proposed amendment does not alter the intent of the applicable sections of the Comprehensive Plan. This portion of the narrative document addresses compliance with the intent and consistency with the applicable sections of the comprehensive plan. This portion of the narrative will address the Findings and Information set out in Volume 1 of the Comprehensive Plan and Policies and Implementing Measures set out in volume 2 of the Comprehensive Plan. The narrative is organized by statewide planning goal like volumes 1 and 2 of the comprehensive plan and the narrative will follow this structure addressing both volumes of the Comprehensive Plan under the same Goal heading.

Goal 1 is applicable to the amendment and the proposal is consistent with and does not alter the intent of the applicable provisions.

The amendment is consistent with Section 1, Goal 1, Citizen Involvement of Harrisburg Comprehensive Plan Vol. 1 which provides:

GOAL 1: CITIZEN INVOLVEMENT The City of Harrisburg has adopted a Citizen Involvement Program to insure the opportunity for citizen involvement in all phases of the planning process. Through this program, the Harrisburg Planning Commission was appointed the Committee for Citizen Involvement. The Planning Commission throughout the planning process has conducted advertised, open, public meetings, and the minutes of these meetings have been made available to the public. City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 5 (2013).

This application is subject to the citizen involvement provisions of the Harrisburg Development Code and the policies and the Implementing Measures set out in The City of Harrisburg Comprehensive Plan Volume 2 and the Harrisburg Zoning Code.

The zoning code requires both public notice and a public hearing in compliance with state law and local ordinance. As part of this land use process, the Planning Commission and City Council hold advertised, open public meetings and take the testimony of the public and interested parties at these hearings. The proposed amendment was subjected to public scrutiny, input and a public process consistent with the intent of the applicable section of the Harrisburg Comprehensive Plan.

The application is consistent with the following Goal 1 policies found in Volume 2 of the Comprehensive Plan:

- 1. To develop and maintain a Citizen involvement Program that clearly defines the procedures by which the general public will be involved in the land use planning process.*
- 2. To ensure that citizens have planning information available to them that will enable them to identify and comprehend planning issues and the implications of planning decisions.*
- 3. To ensure that the Citizen Involvement Program complies with statutory requirements. Harrisburg Comprehensive Plan, Vol. 2, pp. 1 (2013).*

The application is also consistent with the following Goal 1 Implementing measures:

IMPLEMENTING MEASURES: 1. The Harrisburg Planning Commission shall be the designated Committee for Citizen Involvement, the responsibilities of which shall be to:

- a. Hold public meetings during the course of all planning action to provide citizens an opportunity to participate in all stages of the planning process.*
- b. Inform the community of planning commission meetings through:*

1. newspaper notices;

2. articles in the newspaper or newsletters;

3. public hearing notices posted at City Hall and the Post Office 4. statements in utility bills c. Record and file minutes and other pertinent information related to planning commission meetings. All public information will be available for public inspection at City Hall.

e. Provide the Harrisburg City Council with information and recommendations on planning related issues.

f. Work towards the realization of all goals and implementation of all policies within the Harrisburg Comprehensive Plan, and to periodically review, update, and maintain the Harrisburg Comprehensive Plan as a workable document for the citizens and future growth of Harrisburg. Id.

The citizens have Harrisburg have been served by an open and transparent process, compliant with state law.

The proposed amendment is consistent with the second element of the Harrisburg Comprehensive Plan which is structured around Statewide Planning Goal 2. The land use decision has an adequate, articulated basis in fact consistent with the Harrisburg Comprehensive Plan and related planning documents as set out below.

Volume 1 of the Harrisburg Comprehensive plan provides the following information about Harrisburg's populations trends:

GOAL 2: LAND USE

Chart 1 shows Harrisburg's historic growth trends from 1960 to 2010. A key factor that will affect Harrisburg's growth rate is location. Harrisburg is within easy driving distance from three major cities: Eugene-Springfield, Albany and Corvallis. Chart 1: Harrisburg Historic Population Trends: 1960-2010 Source: U.S. Decennial Census Chart 2 and Table 2 provide information about the age of Harrisburg's population. During the 2000's Harrisburg experienced changes in the age structure of its residents. Table 2 shows population by age for Harrisburg for 2000 and 2010. The Census data show that Harrisburg grew by 772 people between 2000 and 2010, which is a 28% increase. Harrisburg experienced an increase in population for every age group except children under the age of 5. The fastest growing groups were 45 to 64 years, 5 to 17 years, and 65 years and older (emphasis supplied). (Harrisburg Comprehensive Plan, Vol.1, pp. 6-7 (2013)).

Harrisburg's population trends reflects the documented statewide trend toward an aging population. The purpose of this application is to serve the needs of this part the population by developing the

property with an assisted and or independent living facility. These facilities allow older residents to have much of the attributes of independent living in a community oriented setting specifically designed to serve the needs of that demographic group. This application is also necessary because the type of use contemplated by the applicant is only viable at densities permissible within the medium density residential zone.

The proposed land use action is consistent with the policies specifically set out in The Harrisburg Comprehensive Plan Volume II:

2. *To assure the Comprehensive Plan includes an adequate factual basis for decisions and actions. The Harrisburg Comprehensive Plan, Vol 2, pp. 2 (2013).*

The Comprehensive Plan includes an adequate factual basis for decisions and actions. The supply and demand analysis, population information, information regarding public infrastructure and other factual information provides a factual basis for a decision on the requested Comprehensive Plan amendment.

4. *To adopt a zoning ordinance, subdivision ordinance, and other ordinances and procedures deemed necessary to implement the Plan. Id.*

5. *To ensure adequate provision of land for residential, commercial, open space, industrial and public facilities within the City. Id.*

The proposed action is also consistent with the implementing measures set out in the Harrisburg Comprehensive Plan Volume 2:

IMPLEMENTING MEASURES:

5. *Medium-density residential development, with a range of two to 12 units per net acre (not including right-of-ways), shall be located around the central commercial areas or in areas with good access to collector or arterial streets. City of Harrisburg, Comprehensive Plan, Vol. 2, pp. 2 (2013).*

The applicant is proposing medium density development on 7th Street which has good access to 7th Street, a minor arterial consistent with this Implementing policy of the Harrisburg Comprehensive Plan.

16. *The City shall require all new construction or substantial renovation (exceeding 80% of the value of the structure) of multiple family developments exceeding two units, commercial, and industrial buildings to be subject to site review that will consider, at a minimum, the location of proposed structures, off street parking and loading areas, access to public right-of-ways, landscaping, fences, and walls, provision of public facilities and utilities, and drainage.*

The applicant is proposing medium density residential designation and zoning. Therefore, at the time of development site review will be required that will mitigate the impacts of higher density residential housing and neighborhood compatibility through at minimum an evaluation of the above listed factors.

17. An adequate level of urban services shall be provided prior to, or concurrent with all proposed residential development. Services shall include, but not be limited to:

a. Sanitary sewer collection and disposal lines. Adequate municipal waste treatment plant capacities must be available. Id @ 3.

Sanitary sewer and disposal lines are available as demonstrated below. The applicant shall connect to these facilities at the time of development. The waste treatment plant has the capacity and is adequate to serve this development.

b. Storm sewer and drainage facilities (as required). Id.

There are storm sewer and drainage facilities in the 7th Street right of way and at the time of development the applicant will provide these facilities on the development site and connect to the existing public infrastructure.

c. Streets within the development and providing access to the development, improvements to City Standards (as required). Id.

Any and all streets required to provide access to the development already exist.

d. Municipal water distribution facilities and adequate water supplies. Id.

The subject property is served by municipal water distribution facilities and these facilities provide an adequate water supply to accommodate water usage caused by the development.

18. The City shall provide adequate residential, commercial, industrial and open space lands to meet the present and future needs of the community. Id.

The applicant proposes the medium density residential designation to serve the needs of a fast growing demographic group within Harrisburg's population. The application will not result in a deficit of any type of land designation through the planning horizon period in compliance with this implementing measure. There is a surplus of land of both the low and medium residential zoning districts within the Harrisburg UGB planning horizon period so the supply of both is considered adequate. The 2.25 acre subject property was considered developed for the purposes of the Urbanization study so the zoning of the subject property may be changed without impacting any existing inventory.

The Harrisburg Comprehensive Plan does not contain any policies related to agricultural lands or forest lands and statewide planning Goals 3 and 4 are inapplicable to this request. The next relevant portion of the Harrisburg Comprehensive Plan is the findings set out in Goal 5:

Goal 5 mandates that jurisdictions inventory certain natural resources and develop programs to achieve the goal of protecting the inventoried resources. The Harrisburg Comprehensive Plan provides:

GOAL 5: OPEN SPACES AND HISTORICAL AREAS, AND NATURAL RESOURCES SOILS The use of soil information is an important tool in land use planning. Knowledge about the types of soils in the Harrisburg area and an understanding of their properties provides a basis for land use decisions. Soils information can help determine the following: 1) the capability of land to produce agricultural crops; 2) how well land drains; 3) ponding limitations; 4) flooding limitations; 5) the suitability of land for building foundations; and 6) the suitability of land for septic tanks. City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 13 (2013).

The following soil types are present on the subject property:

← → ↻ ⓘ Not secure | co.linn.or.us/webmap/data/reports/322954.txt

SOIL ANALYSIS REPORT (Parcel Based)

PIN#: 15S04W10CA00200
Assessor#: 322954

Series	Class	HV	Acres	Percent	CU FT/AC	Name
33	IVw	2	0.47	20.87	40	Dayton silt loam
46	IIIw	1D	1.78	79.13	100	Holcomb silt loam
			2.25	100.00		

The soil types are described in the Harrisburg Comprehensive Plan:

Dayton Silt Loam: Class IV. Deep, poorly drained soil with slope of 0 to 2 percent. The grayish brown surface layer is typically 9" thick. Permeability is very slow, and runoff is very slow to ponded. A seasonal high water table is at a depth of 0.5 foot above the surface to 1.5 feet below the surface from November to May. Building limitations include: poor drainage, slow permeability, shrinkage, and low soil strength. Not suited to septic tank absorption fields due to the seasonal high water table. Buildings and roads should be designed to offset the effects of shrinking and swelling and the limited ability of the soil to support a load. City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 13 (2013).

Any development on the subject property shall be consistent with the limitations of this soil type. Roads and buildings shall be designed with the effects of shrinking and swelling in mind consistent with the Harrisburg Comprehensive Plan. When the property is redeveloped the septic system will be retired and the site will be connected to the public sanitary sewer system making septic absorption a non-issue consistent with this portion of the Comprehensive Plan.

The other soil present on the subject property is Holcomb silt loam, described as:

Holcomb Silt Loam: Class III. Deep and somewhat poorly drained soil. Slope is 0 to 3 percent. The surface layer is dark grayish brown silt loam to 7 inches over a mottled silty loam about 14 inches thick. Permeability is very slow, as is runoff. Hazard of erosion is slight. There is a seasonal high water table at a depth of 1 foot to 1.5 feet from November to May. Building limitations: wetness, slow permeability, shrinkage/swelling and low soil strength. Design roads to offset the limited ability of this soil to support a load. City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 11 (2013).

The proposed amendment is consistent with the Harrisburg Comprehensive Plan. Any development occurring on the subject shall be designed to offset the limitations of this soil type. There is significant residential development, as shown below within Harrisburg on soils of these types and this property may be developed with residential uses consistent with the Harrisburg Comprehensive Plan provided appropriate steps are taken to address building and drainage related concerns.



The application does not implicate any of the natural resources

NATURAL RESOURCES The natural resources of the Harrisburg Planning Area are important to the economic base of the City and affect the quality of life experienced by residents of the area. It is therefore essential that the natural resources of the Planning Area be inventoried and considered in the planning process. This section will discuss the following: surface water; groundwater; aggregate deposits; fish and wildlife habitat; and scenic resources. City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 11 (2013).

With the exception of the soil resources as addressed above, this application does not implicate any inventoried resources, as discussed below:

Surface Water. Surface water in the Harrisburg Planning Area is made up of two streams and some intermittent drainage courses. The two streams are the Willamette River and Muddy Creek.

Muddy Creek and Intermittent Streams City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 11 (2013).

Neither Muddy Creek, the Willamette river or other intermittent streams are present on the subject property. The proposed amendment will not result in development that would require the removal of riparian vegetation or adversely impact the resource values associated with the development. Any development that ultimately takes place will be subject to stormwater development standards that are designed to protect water quality. The proposal is consistent with protecting the surface water resources of Harrisburg, Oregon.

GROUNDWATER Groundwater is water that fills spaces in rock and around soil particles beneath the land surface. Precipitation, mostly in the form of rain, is the principle source of groundwater. Its existence depends on the porosity and permeability of a geologic material and its mineral quality is generally related to the geologic environment. Availability in the Harrisburg Planning Area. Both of the two geological units existing in the Harrisburg area are good aquifers. City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 14 (2013).

There is an existing water line in the vicinity of the subject property and the evidence in the Comprehensive Plan indicates that the aquifer is suitable to support the requested zoning designation discussed in greater detail *infra*.

Fish and Wildlife. Preservation of fish and wildlife species is important to the natural balance of the environment. It is also important for recreational purposes and can bring in revenue to a local economy. Every wildlife species has the basic needs of food, water, and cover that must be met in order for survival. If any of these basic needs is lacking, the chances of survival for a species is reduced. An important principle of wildlife habitat is the "edge effect." Where two or more different landscape types

come together, there is more opportunity for all three of the basic needs to be provided. This is very important in the Harrisburg Planning Area where the open fields of the Valley floor meet the wooded and heavily brushed fringes of the Willamette River and in places where streams run or an area of brush or a grove of trees is in the midst of open fields. For this reason the preservation of edge areas is important to wildlife preservation. In and around Harrisburg, the most important edge areas are the riparian areas. City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 16 (2013).

The subject property is not located in an area that contains any edge habitat or any other important wildlife habitat. The subject property is not important to wildlife preservation in the Harrisburg Planning area and may be developed with residential uses without harming fish and wildlife species.

The next inventoried Goal 5 Resource is aggregate resources:

Aggregate Resources. Aggregate resources include sand, gravel, and crushed rock. They are used in the making of concrete, asphalt, rip-rap, and select fill No significant aggregate resource sites exist within the Harrisburg Urban Growth Boundary. City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 16 (2013).

Since there are no significant aggregate resources in Harrisburg, the requested amendment shall have no effect any aggregate resources and may be developed with residential uses consistent with the comprehensive plan.

The final inventoried Goal 5 Resource is Open Space resources:

Open Space. Open space consists of land in a natural state and land in agricultural or forest uses. Those undeveloped lands are not only important for the scenic resources they provide, but also for the protection of air, water, soil, and wildlife resources. City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 16 (2013).

This application does not implicate any open space.

Portions of the Comprehensive Plan related to Goal 6 are relevant to this application. The Harrisburg Comprehensive Plan provides:

GOAL 6: AIR, WATER, AND LAND RESOURCES QUALITY "To maintain and improve the quality of the air, water and land resources of the state". It requires that waste and process discharges do not threaten environmental quality standards. The following section includes inventories of pollution and potential pollution sources in the Harrisburg area, discussions about protection of land, air and water resources, and discussion about applicable regulations.

LAND

Drainage Problems. The combination of flat terrain and poorly drained soils creates several development problems in the Harrisburg Planning Area. The problem of ponding which is associated with poor drainage and can present development restriction, was discussed in the Natural Hazards section. This section will discuss soil septic suitability and dwelling suitability. City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 18 (2013).

Septic Suitability. Soil septic suitability is rated on its limitations to absorb effluent. Soils in the Harrisburg Planning Area generally have poor suitability ratings (Personal communication with Jan Heron at Linn County Environmental Health Dept. March 1999) due to their tendency to percolate slowly and/or flood. Because of these limitations, development within the City where there are no sewer lines must remain at low densities. The Linn County Environmental Health Department is responsible for issuing septic system permits. The City of Harrisburg requires all new development within the City to connect to the City Sewer System. City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 18 (2013).

There is an existing sewer line in the right of way as shown below in the portion of this narrative addressing public facilities and services in the area. The line is an 8" PVC line located in the 7th Street right of way. Because there is an existing waste waterline there is no requirement that development remain at low density consistent with this portion of the comprehensive plan. Any new development will connect to the City sewer system consistent with and required by the Comprehensive Plan. Connecting to existing public sewer lines at the time of development is consistent with the Implementation Measure IV in Volume 2 of the Harrisburg Comprehensive Plan:

4. Adopt policies to encourage public sewer extensions into areas served by private septic systems. *City of Harrisburg, Comprehensive Plan, Vol. 2, pp. 7 (2013).*

The proposal is also consistent with Implementation Measure #7:

7. The City shall develop the City's water supply to provide adequate amounts of clean, safe water to meet the City's future needs. Id.

Consistent with the Harrisburg Comprehensive Plan, drainage improvements will be made at the time of development to address the shrink swell potential, tendency to flood and low strength of the soil. From Volume 1 of the Comprehensive Plan:

Dwelling Suitability. Soils in the Harrisburg Planning Area also present generally severe limitations for building houses. These limitations include wetness, high shrink-swell potential, tendency to flood, and

low strength. Because of these limitations, special precautions must be taken when building, to protect both that which is being built and adjacent properties. The City requires necessary drainage improvements to be made when property is developed. City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 18 (2013).

The proposed is also consistent with Implementation Measure # 9:

9. The City shall protect soils from excessive erosion by ensuring adequate erosion control measures by developers. Id.

This portion of the Harrisburg Comprehensive plan also considers the impacts of noise on the community.

Noise Control and Land Use Planning. The primary method of implementing noise control policies that are included in a comprehensive plan is through a zoning ordinance. Through zoning, noise sources can be separated from noise sensitive areas. City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 18 (2013).

The proposed residential use is situated adjacent to other residential uses. The zoning ordinance protects residential uses from noises generated by incompatible users. In the instant matter, the subject property is located in a residential area and the applicant proposes a residential zoning district. Noise generating users shall remain separated from noise sensitive areas under the applicant's proposal consistent with the Harrisburg Comprehensive Plan.

The discussion, policies and implementing measures found in Goals 7 and 8 are generally not applicable to the proposed development or this land use application. The next applicable portion of the Harrisburg Comprehensive Plan is set out in Goal 9:

GOAL 9: ECONOMICS Harrisburg has historically been an industrially based community with considerable influence from the agricultural sector. Economic analysis and planning is very important in determining the future economic stability and overall welfare of the community. Demographic and economic information is documented in the City's Urbanization Study (June 2013). City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 52 (2013).

The applicant makes this proposal to increase the supply of housing available to one of the fastest growing demographics documented in the Urbanization Study. Approval of this request will contribute

to the overall welfare of the community. This request is made consistent with the demographic information set out in the Harrisburg Comprehensive Plan.

The proposal is also consistent with the following implementation measures set out in the City of Harrisburg Comprehensive Plan Volume 2:

3. *Medium density residential: a. Medium density zones shall be in those areas designated Medium Density Residential on the Comprehensive Plan map, and shall be allowed consistent with the residential land needs analysis.*

Following the Comprehensive Plan Map amendment, the zoning will implement the planning designation. As noted throughout this application, the applicant's proposal is consistent with the needs analysis. The purpose of this application is to allow development of the site with assisted or living quarters that will serve a rapidly growing portion of Harrisburg's population per the needs analysis.

The Urbanization Study provides the residential needs analysis and contemplates that Harrisburg will need to accommodate the aging portion of the population:

It will be important for Harrisburg to plan for a range of housing types to allow aging citizens to maintain their residence in Harrisburg. Thus, Harrisburg will need to plan for some persons in group homes. City of Harrisburg Urbanization Study, 4-7 (2013)

The purpose of this development is to provide a housing type that will allow aging citizens to reside in Harrisburg in either assisted/and or independent living facilities.

The Urbanization Study also provides:

If these trends continue, along with continued growth in families with children, housing demand is likely to change in Harrisburg.

Demand for multifamily housing is likely to increase with increase in low and moderate income residents to about 30% of dwellings. Demand for high amenity multifamily housing may increase as the baby boomers begin to downsize. Id at 4-18.

also

Demand for group quarters for retirees, such as an active retirement community, is likely to increase. Id at 4-19.

The Urbanization Study documents changing needs in the community and the application is responsive to this change in needs and made consistent with the needs analysis:

Table 4-17 shows the forecast of new dwelling units and land need by type.

The historical residential mix was 60% single-family, 20% manufactured (mobilehome), and 20% multiple family. The needs analysis forecasts a higher level of multifamily housing production and shifts the housing split to 70% single-family types and 30% multifamily types. Id at 4-24.

Even as the need to provide more multifamily housing is clearly identified for a diversity of reasons is clearly documented in the Urbanization Study, the study itself notes that the actual deficit of R2 is more acute than the forecast deficit for R1.

The estimates identify a deficit of 53 acres of residential land for the 2013 to 2033 period, with a 26 acre deficit in LDR, 18 acre deficit in MDR, and 10 acre deficit in HDR. These estimates include land needed for public and semi-public uses. *Id at 6-5.*

The urbanization study provides that there is a 125 acre supply of R1 land for the period between 2013-2033 and demand for 153 acres. Therefore, supply is 79% of demand in comparison to the R2 zone where supply meets only 60% of demand. Furthermore, R2 land only represents only 12.8% of the overall residential land base but accounts for 34% of the overall residential deficit. The changing demographic and housing trends demonstrate that it is appropriate to change the planning and zoning of this property in response to changing needs.

(Please note that the deficits identified in the Urbanization Study are theoretical, that is, through the existing planning horizon period, demand is met.)

This parcel presents an opportunity to meet the unmet need for housing without impacting the deficit of R-1 property since the property is shown as developed in the urbanization study and therefore was not included in the supply of any land use category. Therefore, the addition of this property as medium density property has the effect of alleviating the deficit of R-2 zoned property (through 2033) without exacerbating the deficit (through 2033) of R-1 property.

The purpose of this application is to modify the Harrisburg Comprehensive plan, serving the changing needs of the community providing quality, affordable independent or senior living on these parcels. The development will result in improvements to the surrounding vicinity and character of the area as addressed in this narrative. The zoning would also allow other needed types of multifamily development also consistent with changing needs, attitudes and demographics in the Harrisburg community.

At this time there is a technical surplus of land through the planning horizon period of both medium and low density residential zoning., The applicant would like to change the zoning f the subject property from low to medium density residential zoning and this action is consistent with the needs analysis. Approving the application is consistent with this implementation measure.

- b. Medium Density Residential shall be located along or near arterial or collector streets to improve transportation flow and options.*

The subject property is located on 7th Street, a minor arterial consistent with this standard.

- c. Adequate sanitary sewer, storm sewer, and water lines shall be available without exception.*

Adequate sanitary sewer, storm sewer and water lines are available to serve the proposed medium density development.

- d. Street access to the property shall provide entrance for emergency vehicles.*

Any proposed development shall provide adequate access for emergency vehicles consistent with this standard. The subject property is of a size that it is easily possible to design the site to accommodate entrance for emergency vehicles.

- e. Landscaping shall be required and maintained for multi-family structures.*

The proposed amendment also complies with all portions of the Harrisburg Comprehensive Plan including the portions related to statewide planning goal 11.

GOAL 11: PUBLIC FACILITIES AND SERVICES Consideration of public facilities is important when developing a comprehensive plan for a city. Public facilities are necessary for the proper functioning and livability of a city and their provision will affect the rate and direction of growth of a city. The following section inventories existing public facilities in Harrisburg and identifies future needs.

WATER SYSTEM Water Supply Wells There are currently five wells serving the City. The wells were installed in 1966, 1996, 2002, 2003, and 2008. Four of the wells(Wells 4, 5, 6, and 7) are located south of Highway 99E along the Willamette River. The fifth well (Well 8) is located along Peoria Road north of the City. Water from Wells 4 through 7 is chlorinated prior to being discharged into storage tanks. Water from Well 8 is chlorinated prior to being discharged into the water distribution system. The wells have an approximate capacity of 840 gpm. This water supply would serve a population of approximately 4,400 people. City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 54 (2013).

The development, proposed R-2 zoning can be served by the existing water supply system as the amount of housing developed on the site could not result in a population greater than that which could be served by the existing water supply system. The applicant has presented evidence that there is a water supply line to which the applicant could connect.

WASTEWATER SYSTEM Collection System The City's wastewater collection system consists of approximately 59,000 feet of gravity sewers. The majority of the gravity sewers are 8-inch. There are some segments of 4-inch, 6-inch, 10-inch, 12-inch, and 16-inch sewers.

Treatment Facility The City's Wastewater treatment facility, located on Peoria Road just north of town, occupies 200 acres. The facility consists of two separate, but identical lagoon treatment systems. The first system was constructed in 1991, while the second system was constructed in 2004. Each system consists of a 9-acre primary facultative lagoon, a 4-acre secondary facultative lagoon, and a 1-acre submerged rock polishing pond. Effluent from the facility is disinfected in a chlorine contact chamber and discharged to the Willamette River from November through April and is irrigated on 63 acres of Poplar trees from May through October. The treatment facility was designed for an average dry weather flow of 0.516 million gallons per day(mgd) and an average wet weather flow of 1.110 mgd. It was designed to serve a total population of 6,000 people. City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 55 (2013).

There is an 8" pvc gravity sewer line in the 7th street right of way to which the applicant can connect. The proposed Comprehensive Plan amendment is consistent with this portion of the Comprehensive Plan because the proposed development could not cause the population to rise above that which could be adequately served by the existing wastewater infrastructure per the Harrisburg Comprehensive plan.

STORM DRAINAGE The City's storm drainage system has typically been designed for a 5-year storm intensity. During storm events of higher intensity, storm water has backed up in some areas of the City. However, there has been only minimal property damage due to the backed up water. Due to an unfavorable cost-benefit ratio, grants are not available to provide funds for storm drainage improvements. The City has been periodically making improvements to the system as local funds become available. As new development occurs, the City has been requiring that developers install storm water detention systems so as not to overload the City's existing storm drainage system. City of Harrisburg, Comprehensive Plan, Vol. 1, pp. 55 (2013).

The applicant will make the required drainage improvements at the time of development consistent with this portion of the Harrisburg Comprehensive Plan. The proposal is also consistent with the remaining portions of the Comprehensive Plan because the subject property is fully served by all

required urban infrastructure including solid waste disposal, emergency services and schools. The proposal is consistent with Goal 11.

The proposal is also consistent with the portion of the Harrisburg Comprehensive Plan developed in response to statewide planning goal 12:

GOAL 12: TRANSPORTATION Transportation is a topic of increasing concern because of the rising cost of gasoline and uncertainty about its future availability. Transportation information is documented in the City's 1999 Transportation System Plan and the 2004 Transportation System Plan Addendum.

Major arterials handle traffic originating in other cities and from major highways, as well as local traffic. They handle large volumes of inter-area traffic. The major arterial in Harrisburg is Third Street (Highway 99E). It is the major thoroughfare in Harrisburg and, as one of the primary North-South routes in the Willamette Valley, it receives considerable through traffic as well as local traffic.

Minor arterials provide more access to land and offers a lower level of traffic volume and mobility than major arterials. However mobility is still the primary function of the street. The Minor arterials in Harrisburg are:

2) 7th Street onto and including Diamond Hill

The proposed development is located on 7th Street a minor arterial intended primarily for mobility. The proposed development shall not cause the LOS to fall below the minimum required level of service standard as demonstrated by the attached traffic scoping letter provided by Ms. Kelly Sandow an Oregon licensed traffic engineer.

The remaining provisions of the Harrisburg Comprehensive Plan are inapplicable to this request.

For the reasons set forth above, the applicant suggests that the proposal is consistent with the policies and implementation measures of the applicable portions of the Harrisburg Comprehensive Plan. The application may be approved supported by objective evidence in the record. This criterion is met.

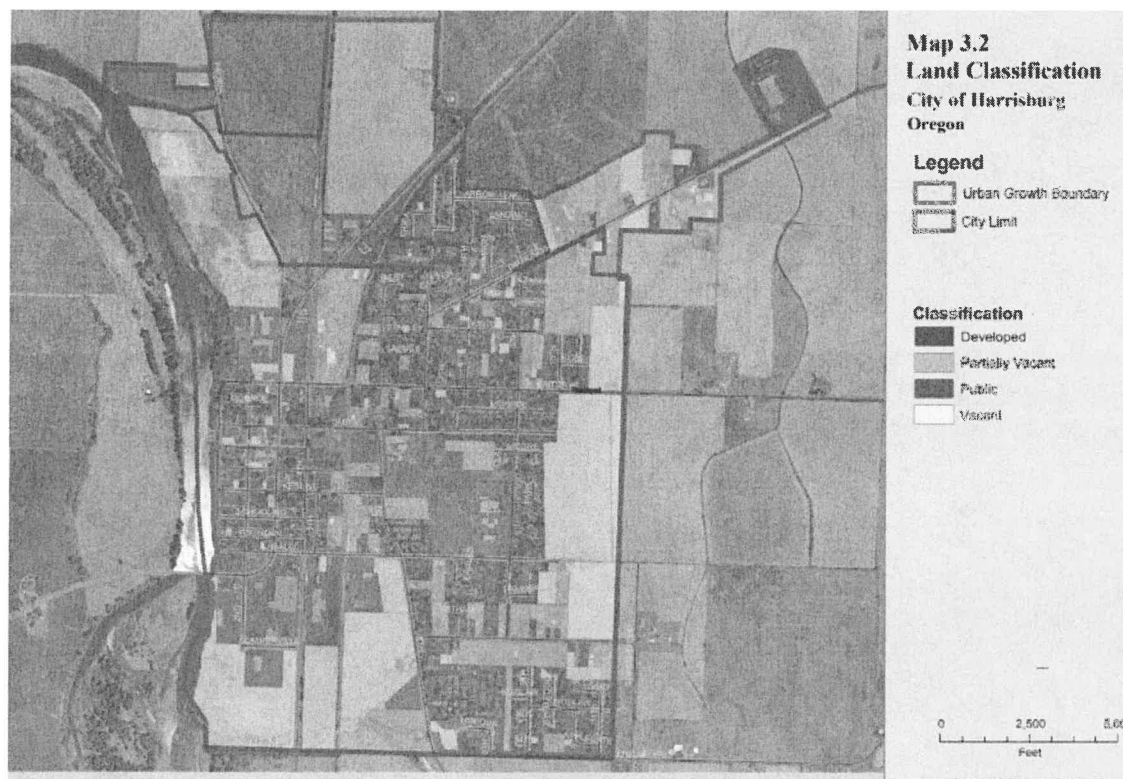
4. Other suitable locations are not presently available to accommodate the use for which the amendment is proposed;

Other suitable locations are not presently available to accommodate the use for which the amendment is proposed.

The subject property presents a prime opportunity to develop additional medium density residential uses within the City of Harrisburg without adversely impacting the supply of any other type of land use designation making it uniquely suited to accommodate additional residential development.

The subject property is in the Urbanizing area for the purposes of the Urbanization Study because the subject property was outside the City limits but not annexed at the time of the study. The subject property was not included in the supply/ demand analysis for any land use category in the urbanization study.

The subject property was considered developed for the purposes for the purposes of the Urbanization study (see below):



While the subject property was not included on any inventory of developable lands within Harrisburg, practically speaking the subject property is available for redevelopment of the type proposed here.

Most all of the multifamily zoned housing areas north of Territorial have been developed except for the parcel directly south of the subject property. Please compare the supplied zoning map with the aerial vicinity map to validate this claim. With the exception to the parcel directly south of the subject property, there are few place additional medium density residential development within the city limits

of Harrisburg north of Territorial absent this Comprehensive Plan and zoning map amendment. As already established through the Urbanization Study and Comprehensive Plan documents, there is significant unmet need for additional

The area in which the subject property is nearly fully built out as seen in the aerial photograph below sourced from google maps that plainly shows the development patterns in the area. The area is primarily built out with single family residences and there is very little land in the area of the subject property on which the City of Harrisburg could develop multi-family housing appropriate for senior housing independent living or other multifamily housing types.



The subject property is owned by the applicant who is interested in developing the subject property with uses for which there is a demonstrated demand. This is the only such property owned by the applicant and no other suitable area is presently available to the applicant to pursue this development opportunity.

This criterion is met.

5. The proposed amendment will be compatible with adjacent land uses and will not adversely affect the land use pattern in the area;

The proposed amendment will be compatible with adjacent land uses and will not adversely affect land use patterns in the area. The medium density residential zoning will be compatible with adjacent low density residential uses to the east and north. These areas are protected from incompatible medium density developments by building setbacks, density restrictions, landscaping requirements and the review process required in Harrisburg for multi-family developments. Notably, the property to the south is also zoned R-2 but is developed with a single family residence. That zoning is consistent with the requested zoning.

The Harrisburg zoning ordinance is sufficient to protect from adverse impacts of development. The Harrisburg zoning ordinance sets out standards for the Medium Density Residential zone beginning at 18.20 and includes development standards such as front, rear and side lot line standards as well as lot coverage standards. Any multifamily development of more than three or more units is also required to undergo site review. In total, these provisions are sufficient to ensure the proposed amendment is compatible with adjacent land uses.

The proposed amendment will also have a positive impact on adjacent development. Drainage is a known concern in the area and prior to any development, the developer will have to connect to public storm drainage infrastructure eliminating the possibility of adverse drainage impacts on adjacent properties due to the seasonably high water table.

The amendment also will not adversely affect the land use pattern in the area. The area is characterized by a mix of uses including existing medium density residential zoning on both sides of 7th in the vicinity of the subject property as shown by the zoning map, comprehensive plan map, aerial; photograph and all other exhibits to this application. Both to and after this application, the area will be characterized by a diverse mix of zoning types including both R1 and R2 on both sides of 7th as well as nearby commercial and industrial zoning.

The proposed zoning is consistent with and shall not adversely affect the development pattern in the area.

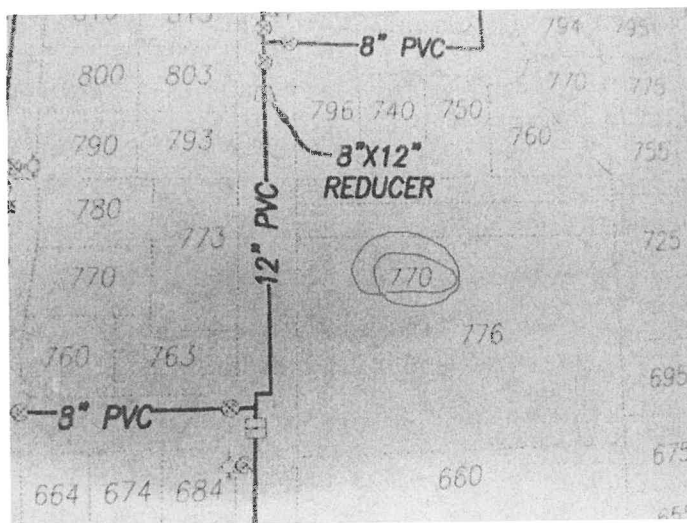
This criterion is met.

6. The proposed amendment will not have a significant negative impact on the public facilities and services of the area;

The proposed amendment will not have a significant negative impact on the public facilities and services in the area. The applicant has attached portions of System Maps provided by the City Engineer that demonstrate that a full array of urban services is available to the subject property. The property is served by a 12" PVC water line, a 8" PVC wastewater line and by a 18" stormwater line. These systems have the capacity to serve x residences, the maximum number of residential uses allowable under the requested zoning designation.

The following information was supplied by the Harrisburg public works department:

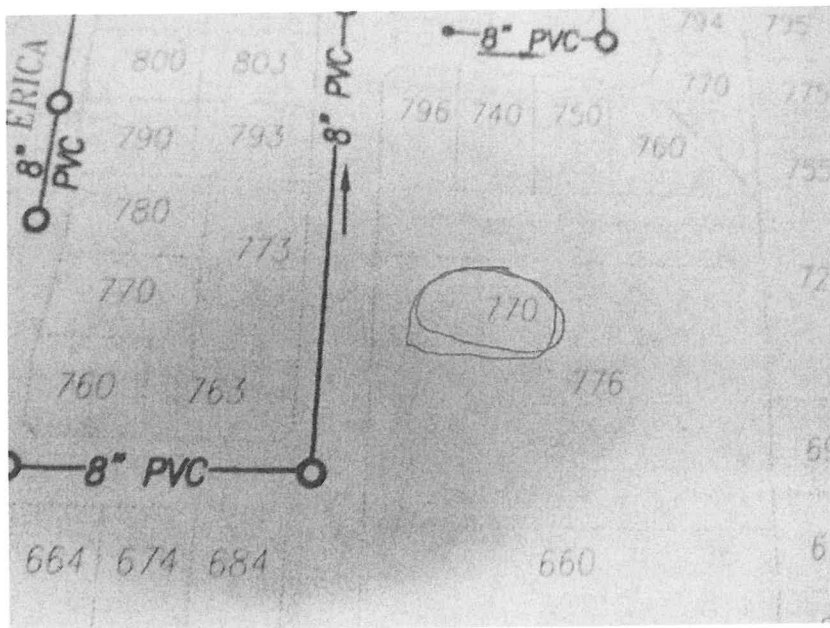
Water:



There is adequate water to serve the proposed development and without adversely impacting the total storage capacity of 2,500,000 gallons is capable of serving a population of 6,042 people. The system is adequate to serve the population needs of the community through at least 2027 according to the information supplied in the Harrisburg Comprehensive Plan, Volume II at page 54.

The following diagram of the wastewater system in the vicinity of the subject property was provided by the Harrisburg Public works department.

Wastewater:

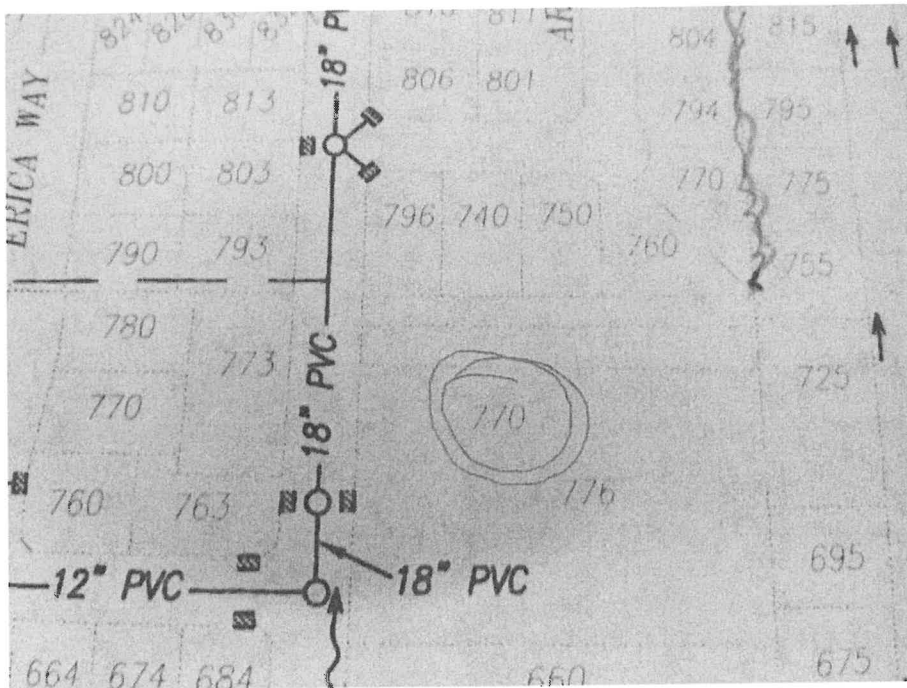


The proposed amendment will not have an adverse impact on the wastewater system. "The wastewater treatment plant was expanded in 2004 to serve a total population of 6,000 people. It was designed for an average dry weather flow of 0.516 mgd and an average wet weather flow of 1.110 mgd." *Harrisburg Comprehensive Plan, Vol 1, pg. 22 (2013)* The population of Harrisburg was approximately 4070 persons per the City of Harrisburg Urbanbization Study in 2013. The population of Harrisburg is not forecast to reach more than 6000 persons until 2027 per the same study. City of Harrisburg Urbanization Study, at 15, (2013).

At this time, the existing wastewater system has the capacity to serve Harrisburg's population and this amendment will not have an adverse effect on that facility in compliance with this portion of the zoning ordinance.

Stormwater:

The following diagram of the stormwater conveyance system in the vicinity of the proposed development was provided by Harrisburg Public works.



According to the Harrisburg Comprehensive Plan: The City's storm drainage system has typically been designed for a 5-year storm intensity. During storm events of higher intensity, storm water has backed up in some areas of the City. However, there has been only minimal property damage due to the backed up water. Due to an unfavorable cost-benefit ratio, grants are not available to provide funds for storm drainage improvements. The City has been periodically making improvements to the system as local funds become available. As new development occurs, the City has been requiring that developers install storm water detention systems so as not to overload the City's existing storm drainage system.

The developer will be required to install stormwater detention systems that prevent adverse impacts top the stormwater system and adjacent and nearby development.

7. The proposed amendment will not have a negative impact on the street system and other transportation facilities serving the area;

The proposed amendment will not have a negative impact in the street system and other transportation facilities serving the area. The subject property is located on N. 7th Street. The Traffic Scoping Letter prepared by Ms. Kelly Sandow, an Oregon licensed Traffic Engineer concludes that the proposed upzoning of 770 and 776 N. 7th Street in Harrisburg will not have a negative effect on Transportation facilities serving the area, specifically

8. Development limitations, such as soil and foundation suitability, and drainage problems will not adversely affect the land uses which would be permitted through the amendment. [Ord. 534 § 7, 1986.]

There are no additional development limitations such as soil or foundation suitability or drainage problems that will adversely affect permitted land uses. The uses made more likely are assisted independent living quarters and multifamily developments at a maximum density of 12 units per acre. The soil types that are present on the subject property do present any significant limitations to the development. The issues with soil strength, stability and drainage are common to the Harrisburg planning area and specifically both the subject property and the area around the subject property that are developed with residences of diverse types including multi-family developments. These concerns are readily alleviated at the time of development as required by the Harrisburg Zoning Code.

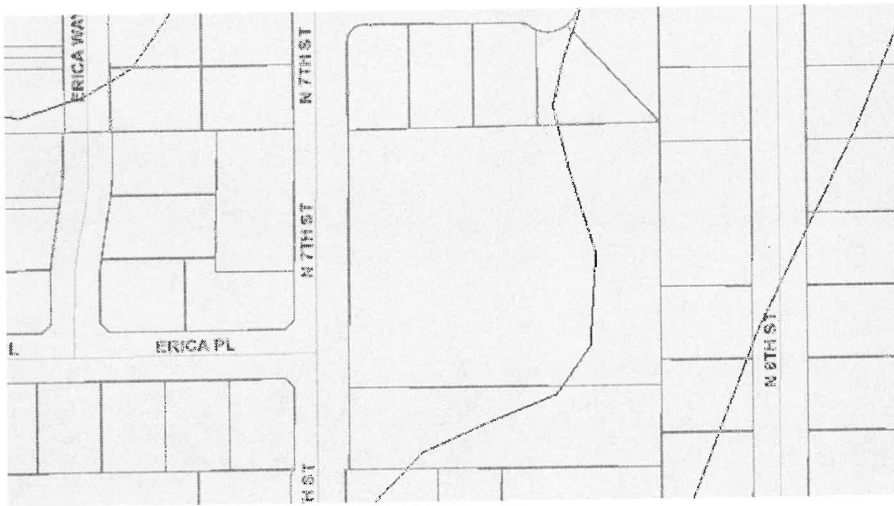
The applicant has provided evidence of the soil types present on the subject property provided by Linn County. The soil types are Halcomb Silt Loam and Dayton Silt Loam. The majority of the soil is of the Halcomb variety:

← → 🔍 Not secure | co.linn.or.us/webmap/data/reports/322954.txt

SOIL ANALYSIS REPORT (Parcel Based)

PIN#: 15S04W10CA00200
Assessor#: 322954

Series	Class	HV	Acres	Percent	CU FT/AC	Name
33	IVw	2	0.47	20.87	40	Dayton silt loam
46	IIIw	1D	1.78	79.13	100	Halcomb silt loam
			2.25	100.00		



The soil boundaries are shown on the map above. The eastern portion of the lot is the Dayton soil and western portion is comprised of Halcomb. As supported by evidence in the record the entire area is characterized by residential development on soils of this type. The applicant can and will take steps to connect to the stormwater conveyance system and also take other appropriate steps during the development process to ensure soil stability and proper drainage.

IV. CONCLUSION

For the reasons set forth in this application, respectfully requests approval of the Comprehensive Plan map and zone amendment.

FOR ASSASSMENT MAP 3
LOCALITY 2011

N E 1/4 S.W 1/4 SEC 10 T.15S. R.4W. W.M.

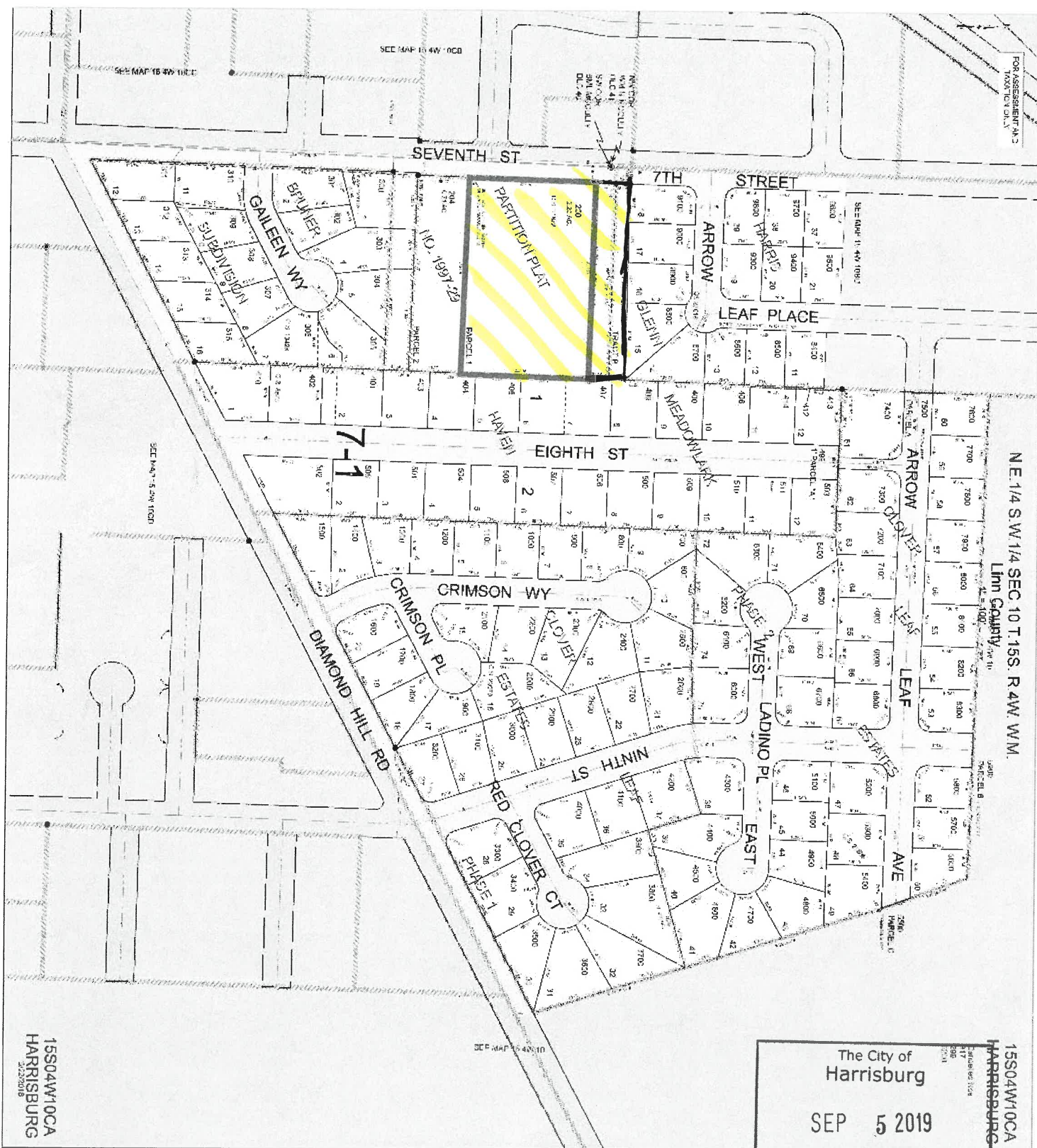
Lin County

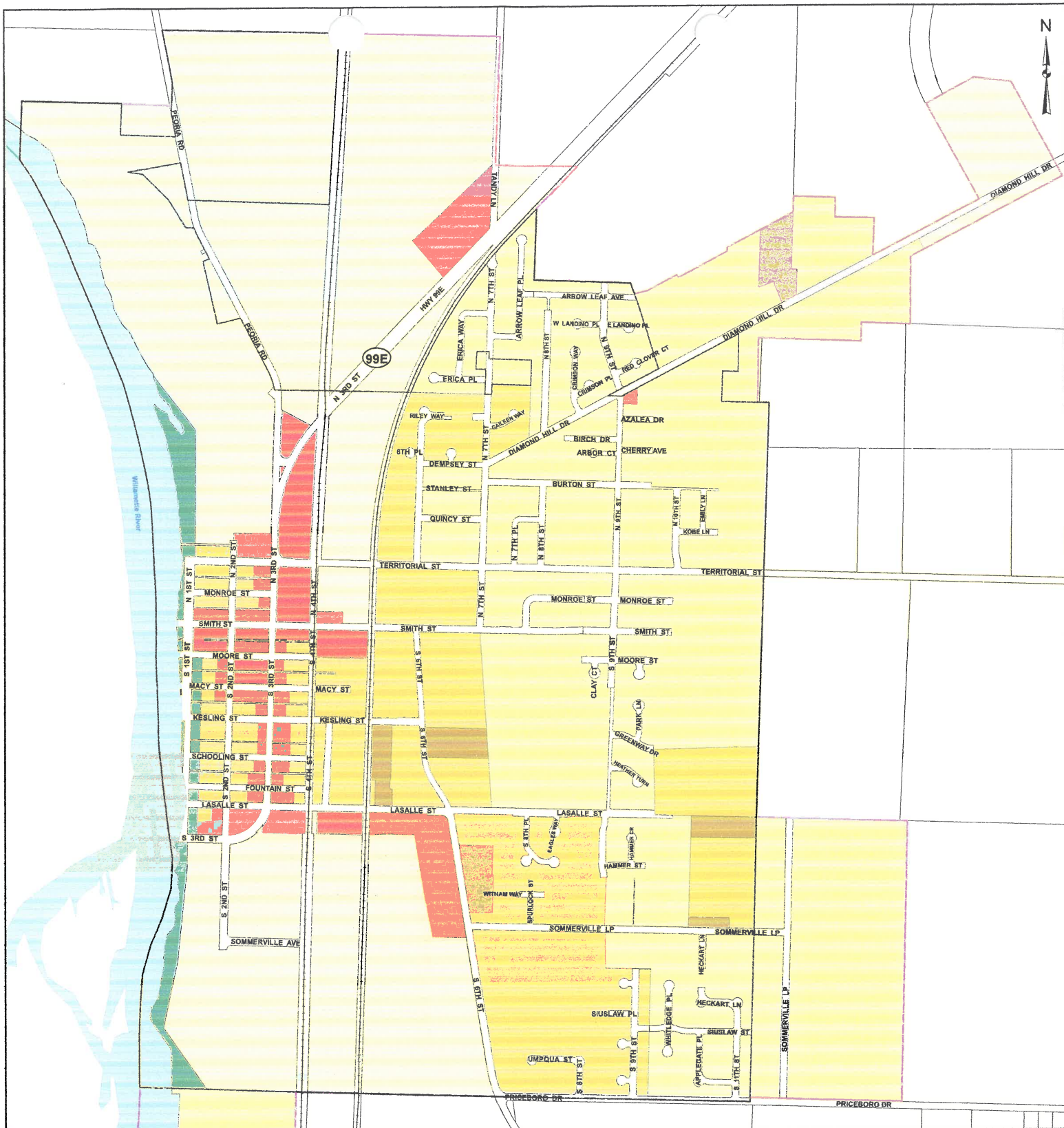
15S04W10CA
HARRISBURG

The City of
Harrisburg

SEP 5 2019

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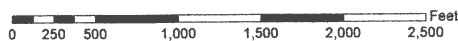




Comp Plan - City of Harrisburg, Oregon

Effective Date April 8, 2014

1 inch = 283 feet



Linn County Disclaimer

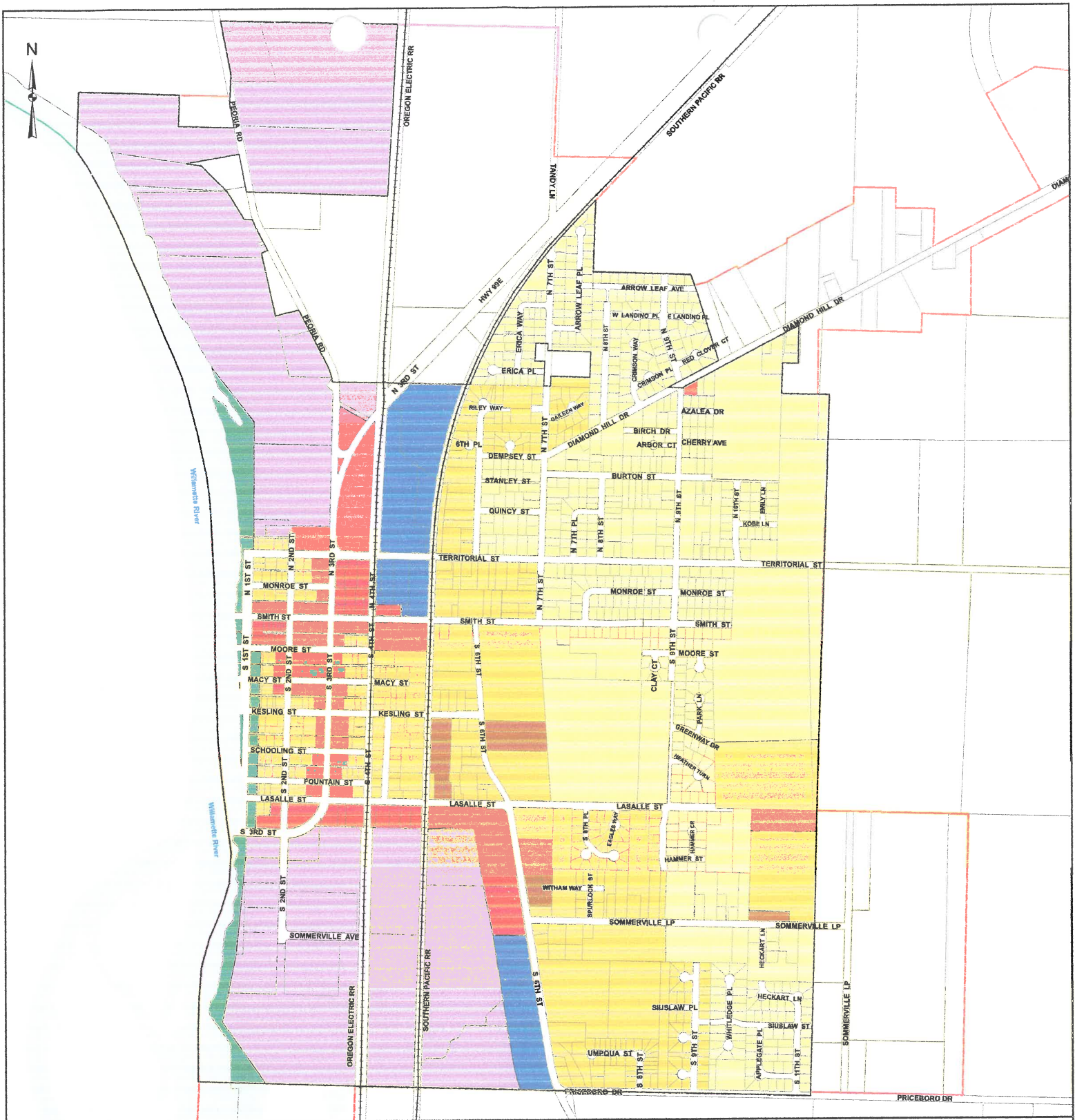
The data contained in this map was designed for assessment and planning purposes only and not for precise engineering-level mapping. As such, it is subject to error and/or omission. Linn County disclaims any liability as to the accuracy or completeness of the data.

Legend

Comp_Plan

- COMMERCIAL
- GREENWAY
- HIGH DENSITY RESIDENTIAL
- INDUSTRIAL
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL

- City Limits
- Ugb
- taxlots
- railway



Linn County Disclaimer

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Zoning

City of Harrisburg, Oregon

Effective Date: April 8, 2014

1 inch = 283 feet

0 250 500 1,000 1,500 2,000 2,500 Feet

Legend

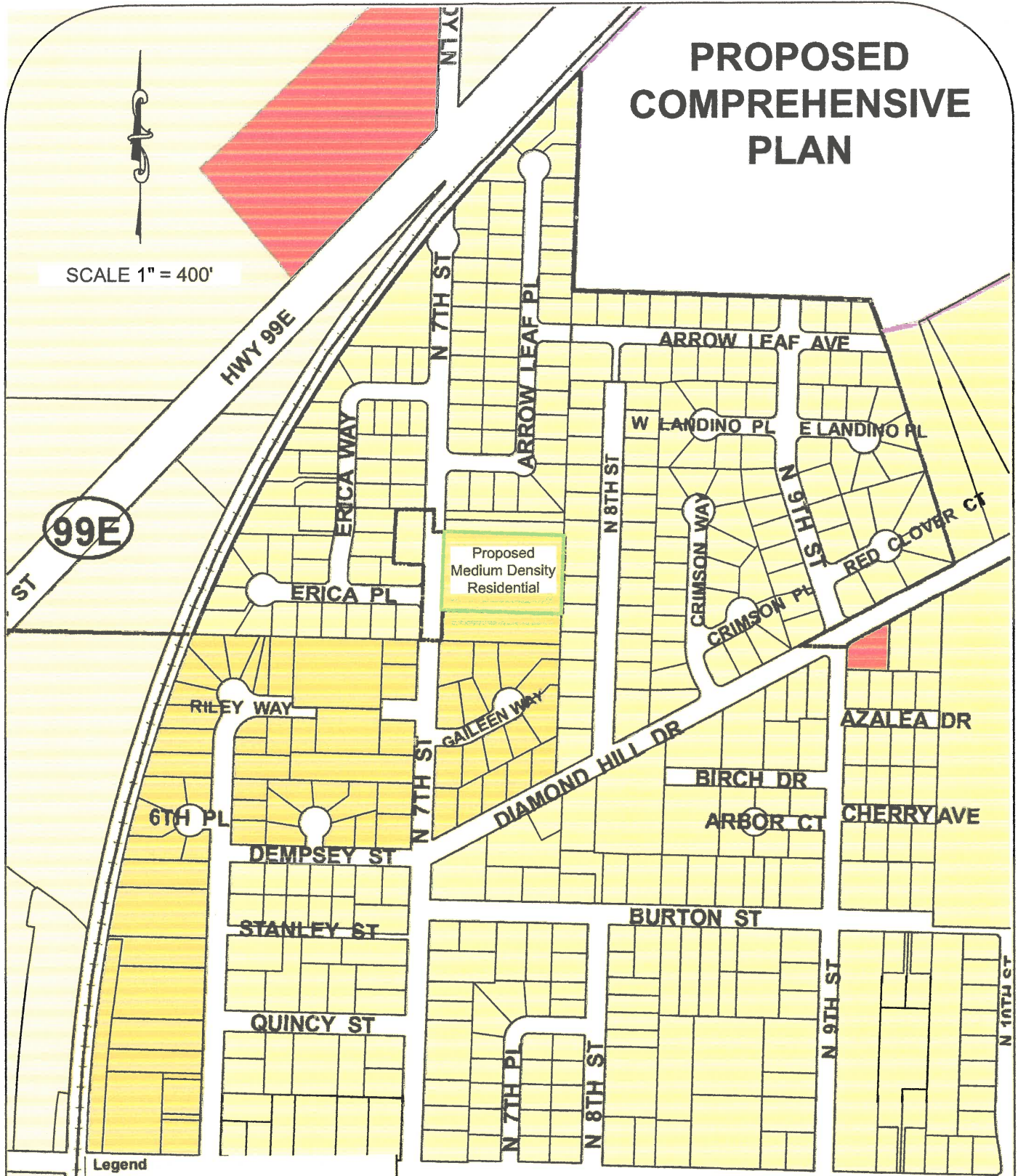
City Zoning

- C-1, COMMERCIAL
- M-1, LIMITED INDUSTRIAL
- M-2, GENERAL INDUSTRIAL
- R-1, SINGLE-FAMILY RESIDENTIAL
- R-2, MULTI-FAMILY RESIDENTIAL
- R-3, MULTI-FAMILY RESIDENTIAL
- GREENWAY SPECIAL PURPOSE DISTRICT

- City Limits
- Ugb
- taxlots

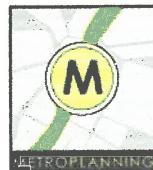
PROPOSED COMPREHENSIVE PLAN

SCALE 1" = 400'



Legend	
Comp_Plan	
 COMMERCIAL	 City Limits
 GREENWAY	 Ugb
 HIGH DENSITY RESIDENTIAL	 taxlots
 INDUSTRIAL	 railway
 LOW DENSITY RESIDENTIAL	
 MEDIUM DENSITY RESIDENTIAL	

ASSESSORS MAP/LOT: 15S-04W-10CA-200



METRO PLANNING, INC

846 A STREET
SPRINGFIELD, OR. 97477
541-302-9830

JOB NO. 19-022

PROPOSED ZONING



SCALE 1" = 400'



Legend

City Zoning

- C-1. COMMERCIAL
- M-1. LIMITED INDUSTRIAL
- M-2. GENERAL INDUSTRIAL
- R-1. SINGLE-FAMILY RESIDENTIAL
- R-2. MULTI-FAMILY RESIDENTIAL
- R-3. MULTI-FAMILY RESIDENTIAL
- GREENWAY SPECIAL PURPOSE DISTRICT

City Limits

Ugb

taxlots

ASSESSORS MAP/LOT: 15S-04W-10CA-200



METRO PLANNING, INC
 846 A STREET
 SPRINGFIELD, OR. 97477
 541-302-9830
 JOB NO. 19-022

October 7, 2019

Karl Mueller
Karl Mueller Enterprises

RE: Harrisburg Tax Lot 200 TPR Findings



RENEWAL 06/30/20

Dear Mr. Mueller,

Sandow Engineering has prepared a trip generation estimate for the proposed zone change of the parcel located at 770 and 776 N 7th Street in Harrisburg, OR. Specifically, the property is located at Assessors Map 155-04W-10CA, Tax Lot 20 and is 2.2 acres in size. One single-family home currently exists on the property.

The proposed zone change is from Low-Density Residential (R-1) to Medium Density Residential (R-2). As per City of Harrisburg Municipal Code Chapter 18.5, the minimum density in R-1 is 2 units per acre. The maximum density is described as the number of tax lots that can be created with a minimum lot size of 7000 sf. As per chapter 18.20, the maximum density allowed within R-2 is 12 dwelling units/acre.

TRIP GENERATION ANALYSIS

To demonstrate compliance with Oregon Administrative Ruling OAR-660-012 Transportation Planning Rule (TPR), the traffic generated by the proposed zoning needs to be found to not have a significant effect on the adjacent transportation system when compared to the existing zoning. A method to demonstrate compliance is to demonstrate that the proposed zoning will not generate significantly more trips than the existing zoning. This is done by comparing the trips generated based on a reasonable "worst-case" development scenario for each land use.

For the existing R-1 zoning, the maximum development size is based on the number of lots that can be constructed on the site given the minimum lot size of 7,000 sf and the street right-of-way needs (50 feet). Figure 1 illustrates the maximum density on the 2.25-acre parcel is 12 lots when the 7,000-sf lot size is considered. For the proposed R-2 zoning, the maximum density is based on the code allowance of 12 units per acre for 21 units.



Figure 1: R-1 Lot layout.

The trip generation is estimated using data contained within the ITE Trip Generation Manual (10th edition). The existing zoning was assumed to be comprised of one single-family unit per development lot. Therefore, the ITE Land Use code 210-Sing Family Residential is used. The proposed zoning assumes that 12 units per acre is only achievable by constructing buildings with more than one dwelling unit. Therefore, the ITE land use code 220-Multi-Family Housing (low-rise) is used. Land Use 200 is described as housing with at least 3 or more units per building and not more than 2 stories per building. The trips generated PM Peak hour is shown in Table 1.

TABLE 1: TRIP GENERATION

	Existing Zoning R-1 210-Single-Family Detached Housing (12 Units)		Proposed Zoning R-2 220-Multi-Family Housing (Low Rise) (27 Units)	
	Rate	Trips	Rate	Trips
PM Peak Hour	0.99	12	0.53	15

As illustrated above, the proposed zoning is anticipated to generate 3 more pm peak hour vehicle trips than the existing zoning. Therefore, the proposed R-2 zoning is not expected to significantly increase the trip generation over the existing R-1 zoning relative to the TPR compliance. .

TPR FINDINGS

Consistent with the Transportation Planning Rule, the following elaborates on how this development meets the TPR requirements.

Goal 12, (OAR) 660-12-0060 (1) requires that a local government ensures that an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) does not significantly affect a transportation facility if it would:

“(a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);

The proposed zone change will generate 3 additional trips in the peak hour. This level of traffic is not substantial enough to require the City to change the functional classification of the adjacent roadways.

(b) Change standards implementing a functional classification system; or

The proposed zone change will not cause traffic levels or patterns that would change the standards implementing a functional classification system.

(c) Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This education may diminish or completely eliminate the significant effect of the amendment.

(A) Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility.

The proposed zone change will generate 3 additional trips in the peak hour. This level of traffic is not inconsistent with the functional classification of the adjacent roadway system.

(B) Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or

(C) Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.”
OAR 660-12-0060(1)

The proposed zone change will not cause traffic levels or patterns that would degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards.

FINDINGS

The proposed zone change meets the requirements under the Transportation Planning Rule. Therefore, the TPR findings can be shown to be met.

Please contact me with questions or additional information needed.

Sincerely,

Kelly Sandow, PE

ORDINANCE NO. 971

AN ORDINANCE AMENDING THE HARRISBURG COMPREHENSIVE PLAN MAP AND ZONING MAP TO REZONE LAND INSIDE THE URBAN GROWTH BOUNDARY OF THE CITY OF HARRISBURG

WHEREAS, the City of Harrisburg received a request to modify the Comprehensive Plan Map and Zoning Map of Harrisburg by a property owner; and,

WHEREAS, the Planning Commission, after holding a duly-advertised public hearing on November 19, 2019, has forwarded its recommendation to the City Council concerning a request to amend the City's Comprehensive Plan Map and Zoning Map; and,

WHEREAS, the City Council held a duly-advertised public hearing concerning the proposed Amendment to the Comprehensive Plan Map and Zoning Map on January 14, 2020, and interested persons and the general public were given an opportunity to be heard; and,

WHEREAS, the Council has reviewed the public testimony and the recommendations of the Planning Commission and City Staff, and on January 14, 2020, deliberated on the matter, and made a preliminary decision to approve the request, subject to adoption of formal findings; and,

WHEREAS, findings of fact have been prepared and consist of the formal findings attached hereto as **Exhibit A**; and,

WHEREAS, the City Council finds that the burden of proof has been met, and that the proposal conforms with applicable review criteria;

NOW, THEREFORE, THE CITY OF HARRISBURG ORDAINS AS FOLLOWS:

Section 1. The Harrisburg Zoning Map (Ordinance 916) and Comprehensive Plan Map is amended as shown by the provisions contained in **Exhibit A**.

PASSED by the Council this 14th Day of January 2020

APPROVED by the Mayor this 14th Day of January 2020

Effective the 13th Day of February 2020.

Mayor

ATTEST:

City Recorder

EXHIBIT A

Comprehensive Plan Map and Zoning Map Amendments

BEFORE THE CITY COUNCIL
OF THE CITY OF HARRISBURG

In the matter of the City Council decision)	LU 413 & LU 414
to amend the Comprehensive Plan Map)	
and Zoning Map as proposed in LU 413 & LU 414)	FINDINGS AND
and as stated in Ordinance No. xxxx, which will)	CONCLUSIONS
implement the proposed changes.)	

INTRODUCTION

The matter before the City Council is:

A decision regarding amending the City's Comprehensive Plan Map and Zoning Map. The project is collectively referred to as Land Use No. 413 & LU No. 414. The discussion contained in this **Exhibit A** to Ordinance No. 971, reflects the City Council's Findings regarding the decision to amend the City's Official Zoning Map and Comprehensive Plan Map.

The applicant for this land use decision is the owner, Fred Property & Equipment, LLC (OWNER) of 770 and 776 North 7th Street. In accordance with Harrisburg Municipal Code (HMC) 18.120 OWNER initiated this Amendment to the City's Official Zoning Map and Comprehensive Plan Map. In accordance with HMC 18.120.020, the Planning Commission conducted and completed a public hearing process for the Map Amendment on November 19, 2019. The Planning Commission forwarded its recommendation for approval to the City Council.

In accordance with HMC 18.120.020, the City Council held a duly-advertised public hearing on January 14, 2020, to consider the Map Amendment to the City's Official Zoning Map and Comprehensive Plan Maps. At the hearing, the City Council closed the public hearing and deliberated on the proposed Amendment.

The members of the City Council voted to APPROVE the Comprehensive Plan Map and Zoning Map Amendment, as recommended by the Planning Commission, subject to review and approval of these findings.

Having considered all the testimony presented at the hearings, together with all relevant evidence in the record, the City Council makes the following findings and conclusions.

These findings and conclusions address relevant Comprehensive Plan Policies, HMC chapters, and Oregon Statewide Planning Goals.

APPLICABLE CRITERIA

All applicable legal criteria governing review of this application are identified in the staff report to the City Council dated January 14, 2020, and its attached Exhibits.

FINDINGS RELATING TO THE AMENDMENT TO THE CITY'S OFFICIAL COMPREHENSIVE PLAN MAP AND ZONING MAP

CRITERIA AND FINDINGS OF FACT

HMC 18.120 - Amendments

18.120.010 Authorization and procedure for Initiating amendments.

1. A request for amendment of this title may be initiated by:

- a. The City Council;**
- b. The Planning Commission;**
- c. City staff;**
- d. A property owner, a group of property owners, or the authorized agent of the owner(s) for property which is owned by the owner or owners; or**
- e. Any affected citizen or property owner within the Harrisburg urban growth boundary for an amendment to the text of this title.**

FINDING: The owner, Fred Property & Equipment, LLC, of 770 and 776 North 7th Street has submitted a request to amend the Comprehensive Plan Map and concurrently Rezone the subject site in compliance with the above standard.

HMC 18.120.010 (2). The request by a property owner or his/her authorized agent shall be accomplished by filing an application with the City Recorder using a form prescribed pursuant to HMC 18.125.100. A filing fee in accordance with the provisions of HMC 18.125.110 shall accompany an application by a property owner or his authorized agent for an amendment. [Ord. 882 § 9.010, 2010.]

FINDING: An application to amend the Comprehensive Plan Map and Rezone the subject site, accompanied by the relevant filing fee, was submitted by the property owner on September 5, 2019, with supplemental materials submitted on September 13, 2019 and October 7, 2019 in compliance with this criterion.

HMC 18.120.020 Public hearings on amendments.

All requests for amendment to the text or the zoning map of this title shall comply with the following public hearing procedures:

1. **The Planning Commission shall conduct a public hearing concerning the proposed amendment in accordance with the notice provisions of HMC 18.125.140. The hearing shall be held at least 35 days after receipt of the application for amendment.**

FINDING: A Public Hearing before the Planning Commission was held on November 19, 2019, at least 35 days after the October 14, 2019 date of application completeness notification.

2. **The Planning Commission shall, within 63 days of the first hearing, recommend to the City Council either approval, disapproval, or modification of the proposed amendment.**

FINDING: The Planning Commission forwarded a recommendation for approval of the request as submitted to the City Council at the November 19, 2019 Public Hearing, the first evidentiary hearing.

3. **After receiving the recommendation of the Planning Commission, the City Council shall hold a public hearing on the proposed amendment in accordance with the notice provisions of HMC 18.125.140.**

FINDING: A Public Hearing was scheduled with the City Council on January 14, 2020, not less than 20 days after the Planning Commission decision on the request, in accordance with the notice provisions of HMC 18.125.140.

HMC 18.120.020 (7). In taking action on a request to amend the text or map of this title, the Planning Commission and City Council shall determine that the amendment is consistent with the policies of the comprehensive plan and with the comprehensive plan map. [Ord. 882 § 9.020, 2010.]

FINDING: As the findings below show, the proposal to Redesignate and Rezone the subject site is consistent with the goals and policies of the Comprehensive Plan and Comprehensive Plan Map.

OREGON STATEWIDE PLANNING AND HARRISBURG COMPREHENSIVE PLAN GOAL COMPLIANCE

Goal 1 - Citizen Involvement

Goal 1 - Citizen Involvement: To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

FINDING: This goal will be met by compliance with the adopted notification and hearing processes under Harrisburg Municipal Code Section 18.125.130, and 18.125.140.

FINDING: The City is processing the Redesignation and concurrent Rezone as a Type-IV Legislative Decision per HMC Section 18.125.100 and scheduled the first evidentiary

hearing before the Harrisburg Planning Commission on November 19, 2019, and the second evidentiary hearing before the City Council on January 14, 2020. All required public notices were submitted prior to the Planning Commission and City Council Public Hearings according to HMC requirements.

Goal 2 - Land Use Planning

Goal 2 - Land Use Planning: To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.

FINDING: Goal 2 outlines the basic procedures of Oregon's statewide planning program, stating that land use decisions must be made in accordance with comprehensive plans and that effective implementation ordinances must be adopted. High Density Residential (R-3), Medium Density Residential (R-2), and Single Family Residential (R-1) Zonings implement the City's Comprehensive Plan residential land use Designations. Therefore, as the findings state within subsequent sections of this report, the Redesignation and Rezone request from Low Density Residential and Single Family Residential (R-1) to Medium Density Residential (R-2) is consistent with the City's DLCD acknowledged Comprehensive Plan.

Goal 5 - Open Spaces, Scenic and Historic Areas & Natural Resources

Goal 5 - Open Spaces, Scenic and Historic Areas, & Natural Resources: To conserve open space and protect natural and scenic resources.

FINDING: Goal 5 requires local governments to inventory and protect historic areas. The subject property contains no inventoried scenic, historic, or natural resources.

FINDING: The Harrisburg Local Wetland Inventory and Wetland Protection Program were acknowledged as in compliance with the Goal 5 administrative rule (OAR 660-023). The subject property contains no inventoried wetlands. The proposed Comprehensive Plan amendment will change the plan designation from Low Density Residential to Medium Density Residential. There is no change proposed to the Comprehensive Plan Goal 5 program or the regulatory measures.; therefore, it is consistent with Goal 5.

Goal 7 - Areas Subject to Natural Disasters and Hazards

Goal 7 - Area Subject to Natural Disasters and Hazards: To protect life and property from natural disasters and hazards.

FINDING: Goal 7 requires that jurisdictions apply appropriate safeguards when planning development in areas that are subject to natural hazards such as flooding. The only identified natural hazard in Harrisburg is flooding, and Harrisburg has an acknowledged floodplain protection ordinance that is implemented by Chapter 15.20 of the Harrisburg Municipal Code. Land within the floodway is considered unsuitable for urban

development. The Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (#41043C1118G) covering the subject property indicates that the property is in Flood Zone X, areas outside the 500-year floodplain. The proposed Rezone will not affect Natural Disaster or Hazard Risk area boundaries. Identification of possible flood hazards and their impacts on future proposed development will be addressed during future land use review. Therefore, Goal 7 has been properly addressed.

Goal 9 - Economic Development

Goal 9 - Economic Development: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

FINDING: Goal 9 requires local governments to estimate the amount of commercial and industrial land that will be needed over the planning period. The proposal to amend the Comprehensive Plan land use Designation and Zoning of the site is consistent with the overall policy framework and analyses used to generate employment forecasts and estimate future land needs in the recent Comprehensive Plan update process. The current Comprehensive Plan Map identifies the site as Residential. The proposal to amend the land use Designation and Rezone the property does not change the intended use of the site, nor does it change any anticipated employment opportunities associated with the site. Therefore, Goal 9 has been addressed.

Goal 10 - Housing

Goal 10 - Housing: To provide for the housing needs of citizens of the state.

FINDING: Goal 10 requires local governments to estimate the projected population growth and the need for residential land over the planning period. This proposal includes lands proposed to be Redesignated for residential uses. Therefore, Goal 10 is applicable.

FINDING: The applicant has submitted this request in order to increase the allowable uses and density for the subject site, and to increase the supply of a specific housing type documented in the Urbanization Study. This request is made consistent with the demographic information and implementation measures set out in the City of Harrisburg Comprehensive Plan as follows:

Medium Density Residential: a. Medium density zones shall be in those areas designated Medium Density Residential on the Comprehensive Plan map, and shall be allowed consistent with the residential land needs analysis.

FINDING: Following the requested Comprehensive Plan Map amendment, the Medium Density Residential (R-2) zone will implement the planning Medium Density Residential Designation. The Urbanization Study documents changing needs in the community and the applicant has stated an intention to develop the site in response to this change. The need to provide group quarters is clearly identified and documented in the *Urbanization Study (2013)*, and notes that the deficit of Medium Density Residential lands is more

acute than the forecasted deficit for Low Density Residential lands. The study identifies a deficit of 53 acres of residential land for the 2013 to 2033 period, with a 26-acre deficit in Low Density Residential, an 18-acre deficit in Medium Density Residential, and a 10-acre deficit in High Density Residential.

FINDING: For the 2013- 2033 planning horizon, the *Urbanization Study (2013)* states a 127-acre supply of Single Family Residential (R-1) zoned land and demand for 152-acres. Therefore, supply is 84% of demand in comparison to the Medium Density Residential (R-2) zone where there is a supply of 27-acres and a demand for 45-acres, meeting only 60% of demand. Furthermore, Medium Density Residential (R-2) land represents 17.5% of the overall residential land base but accounts for 22% of the overall residential deficit. The changing demographic and housing trends for the 20-year planning horizon demonstrate that it is acceptable to change the Designation and Zoning of this property to meet density and population projections.

FINDING: The subject site presents an opportunity to meet an unmet need for Group Quarters housing without impacting the overall deficit of Single Family Residential (R-1) lands as the property is shown as developed in the *Urbanization Study (2013)* and was not included in the supply of any land use category. Therefore, the addition of this site as Medium Density Residential (R-2) zoned land has the effect of alleviating a portion of the deficit of Medium Density Residential (R-2) zoned property (through 2033). However, an approval of the Redesignation and Rezone request nullifies any gains made in alleviating the Single Family Residential (R-1) deficit as the result of the previous Annexation and Zoning of the site to Single Family Residential (R-1).

The applicant would like to Rezone the subject property from Single Family Residential (R-1) to Medium Density Residential (R-2). The applicant stated during their testimony at the November 19, 2019 Planning Commission Public Hearing that the construction plans for the site have not been developed, and that the applicant is intending to construct a variety of living quarters on the site, including group quarters, multifamily, and similar facilities for an older population. The intended uses of the site are currently not allowed in the Single Family Residential (R-1) zone, specifically the Conditional Use standard listed under Harrisburg Municipal Code Chapter 18.15.040. Therefore, the Redesignation and Rezone request is required in order to meet the applicant's desired objectives.

Medium Density Residential shall be located along or near arterial or collector streets to improve transportation flow and options.

FINDING: The subject property is located on 7th Street, classified as a Minor Arterial and consistent with this standard.

Adequate sanitary sewer, storm sewer, and water lines shall be available without exception.

FINDING: Adequate sanitary sewer, storm sewer, and water lines are available to serve future Medium Density Residential development.

Street access to the property shall provide entrance for emergency vehicles.

FINDING: Any proposed development shall provide adequate access for emergency vehicles consistent with this standard. The subject property is of a size that it is possible to design the site to accommodate entrance for emergency vehicles.

Landscaping shall be required and maintained for multi-family structures.

FINDING: As the findings state above, any future development on these parcels is required to be in compliance with their respective Plan Designation and corresponding Zoning. Therefore, Goal 10 has been properly addressed.

Goal 11 - Public Facilities and Services

Goal 11 - Public Facilities and Services: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

FINDING: The DLCD acknowledged 2013 Comprehensive Plan found compliance with the Statewide Planning Goals, including Goal 11.

FINDING: The proposed Rezone poses no impact on provision of public facilities and services. Any future development will be required to demonstrate adequate water supply and sewer treatment and disposal capacity necessary for such development.

Goal 12 - Transportation

Goal 12 - Transportation: To provide and encourage a safe, convenient and economic transportation system.

FINDING: Goal 12 encourages the provision of a safe, convenient and economic transportation system. This goal also implements provisions of other statewide planning goals related to transportation planning in order to plan and develop transportation facilities and services in coordination with urban and rural development (OAR 660-012-0000(1)).

As stated in 660-012-0060 "Where an amendment to a functional plan, acknowledged comprehensive plan, or land use regulation would significantly affect an existing or planned transportation facility, the local government shall put into place measures to assure allowed land uses are consistent with the identified function, capacity, and performance standards of the facility."

FINDING: The Redesignation and Rezone request from Low Density Residential/Single Family Residential (R-1) Zoning to Medium Density Residential/Medium Density Residential (R-2) Zoning allows for future development of the site consistent with the identified functional road classifications. This application poses no negative impacts to the transportation system, and the proposed Rezoning complies with the City's Transportation System Plan. Therefore, the request complies with Goal 12.

Goal 13 - Energy Conservation

Goal 13 - Energy Conservation: This goal states: “Land and uses developed on the land shall be managed and controlled so as to maximize the conservation of all forms of energy, based upon sound economic principles.”

FINDING: Energy consequences of the proposed amendments have been considered and the proposed Rezone does not include a proposed use. As such, no impacts are anticipated at this time. Therefore, Goal 13 has been adequately addressed.

SUMMARY AND CONCLUSIONS

The City Council finds that the proposed Comprehensive Plan Map and Zoning Map Amendment to the City’s Official Zoning Map is consistent with the applicable Harrisburg Municipal Code criteria, Comprehensive Plan Policies, and Comprehensive Plan Map. Accordingly, the Comprehensive Plan Map and Zoning Map Amendment to the City’s Official Zoning Map is APPROVED.

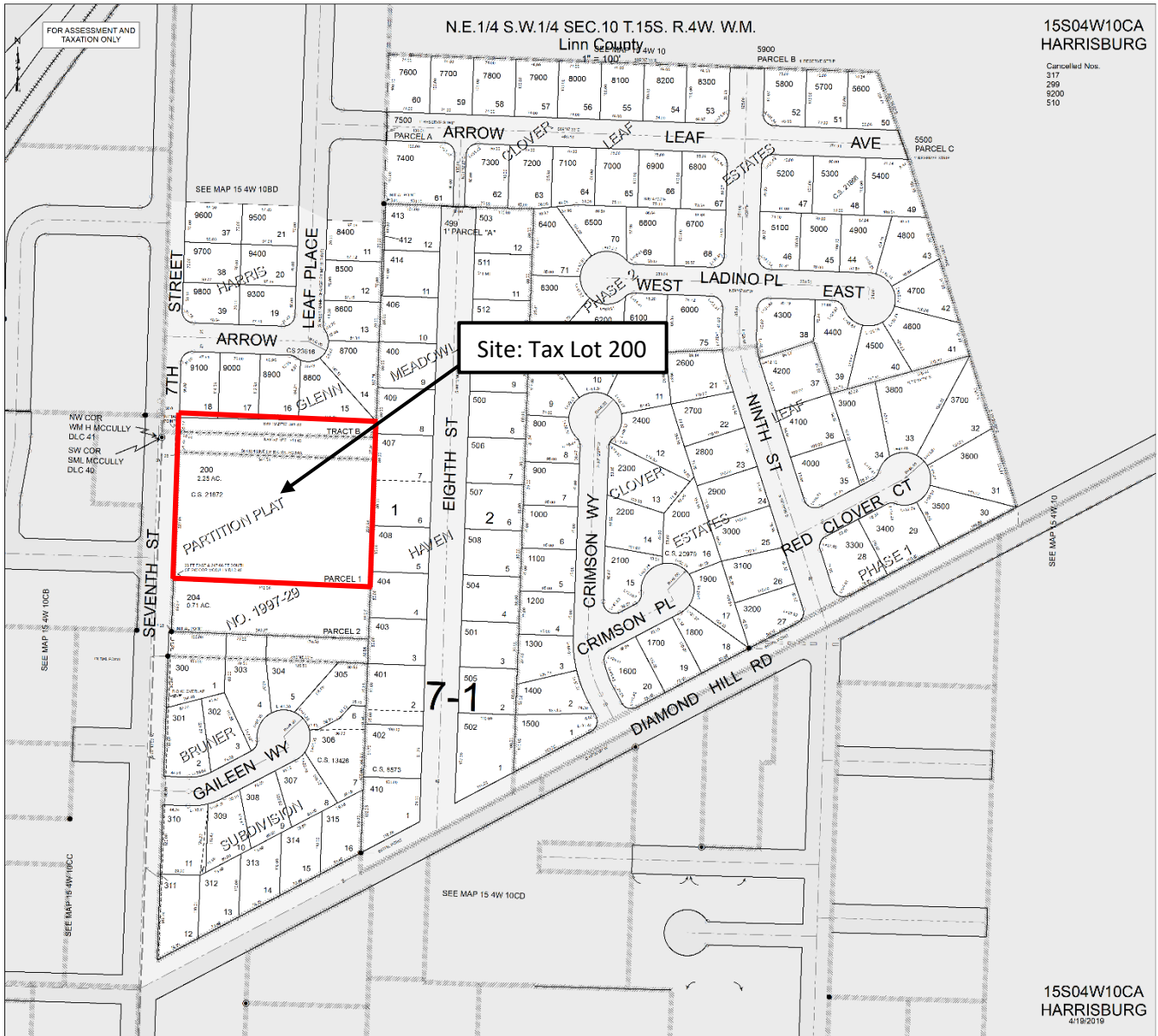
Michele Eldridge
City Recorder

Bobby Duncan
Mayor

Date: January 14, 2020

Site / Tax Map:

15S04W10CA



Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING ORDINANCE NO. 972, “AN ORDINANCE AMENDING HARRISBURG ORDINANCE NO. 895 – ANNEXING CERTAIN PROPERTIES UNDER THE “ISLAND ANNEXATION” PROVISIONS ALLOWED BY ORS 222.750 IN 2011”.

STAFF REPORT:

Exhibit A: Ordinance No. 895

Exhibit B. Amending Ordinance No. 972

ACTION: MOTION TO ADOPT ORDINANCE NO. 972, “AN ORDINANCE AMENDING HARRISBURG ORDINANCE NO. 895 – ANNEXING CERTAIN PROPERTIES UNDER THE “ISLAND ANNEXATION” PROVISIONS ALLOWED BY ORS 222.750 IN 2011”.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

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

STAFF RECOMMENDATION:

Staff recommends adoption of the amending Ordinance No. 972.

BACKGROUND INFORMATION:

Ordinance 895 (**Exhibit A**), adopted March 9, 2011, provided for the delayed annexation of two parcels then known as 23465 & 23477 N. 7th Street. These two parcels have since been merged, (2.25 acres) and are now described as 770 & 776 N. 7th Street. Tim Walter (otherwise known as Fred Property & Equipment, LLC) is the current owner.

Mr. Walter now wishes to amend the zoning of this parcel from R-1 to R-2 in contemplation of a senior housing development. However, the original ordinance requires (section 2) that annexation be completed upon “change of ownership” of the property, which occurred in 2017. In addition, Section 3 requires that SDCs “...shall be due and payable “....upon a change of ownership...” Neither the final annexation nor the payment of SDC fees occurred when ownership changed. SDCs are normally paid when new development or redevelopment occurs. To date no new development has occurred, but as noted elsewhere, may be pending in the near future.

ORDINANCE NO. 895

AN ORDINANCE ANNEXING CERTAIN PROPERTY LOCATED WITHIN THE
URBAN GROWTH BOUNDARY OF THE CITY OF HARRISBURG, COUNTY
OF LINN, STATE OF OREGON, INTO THE CITY LIMITS OF THE CITY OF
HARRISBURG, ESTABLISHING THE ZONING OF THE PROPERTY, AND
DECLARING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Harrisburg has considered annexing those properties known as 23465 N. 7th St., Harrisburg, Oregon (otherwise known as map 15S-4W-10CA, tax lot number 200), and 23466 N. 7th St., Harrisburg, Oregon, (otherwise known as map 15S-4W-10CB, tax lot number 100); and,

WHEREAS, the City Council, following a public hearing, having made findings that:

1. These properties are within the Urban Growth Boundary of the City of Harrisburg;
2. All required notices have been published and mailed;
3. These properties are surrounded by the City of Harrisburg and are eligible to be annexed under the "island annexation" provisions of the State of Oregon, ORS 222.750;
4. The annexations should be effective upon the change of ownership of the properties or on March 1, 2021, whichever occurs first;
5. Systems Development-Charges should be due and payable, based upon the amount of those charges at the time of payment, immediately upon a change of ownership of the properties;
6. It is appropriate to have the properties, upon annexation, be zoned R-1 (single family residential); and,
7. The property owners of the two parcels, namely Robin M. Brandon and Robert J. Biegler, have consented to the annexation of their property so long as the annexation is consistent with these findings.

NOW, THEREFORE, the City Council of the City of Harrisburg does hereby ordain that the following properties shall be annexed into the City of Harrisburg in the manner and at the time stated below:

- 23465 N. 7th St., Harrisburg, Oregon (otherwise known as map 15S-4W-10CA, tax lot number 200), and legally described as:
Beginning at a point N 00° 12' 00" E, 132.11 feet and S 89° 48' 00" E, 4.44 feet from the northwest corner of Lot 1 of the Bruner Subdivision as filed in the Linn County Surveyor's Office under C.S. No. 13426 and recorded November 29, 1973 in Volume 15 at Page 26 in Linn County Record of Plats; thence leaving said initial point and east line of 7th Street, S 89° 48' 00" E, 342.06 feet; thence N 00° 12' 00" E, 222.98 feet; thence N 89° 48' 00" W, 341.54 feet to a point on the east line of 7th Street which lies S 00° 20' 04" W, 24.68 feet and S 89° 48' 00" E, 30.00 feet from the southwest corner of the Samuel McCully Donation Land Claim No. 40; thence S 00° 20' 04" W, 222.98 feet along the east line of 7th Street to the point of beginning.
- 23466 N. 7th St., Harrisburg, Oregon, (otherwise known as map 15S-4W-10CB, tax lot number 100), and legally described as:
Beginning at a point on the northeast corner of Lot 17 of the N7 Subdivision; thence N 89° 49' 49" E, 83.82 feet to the west line of 7th Street; thence S 00° 20' 04" W, 165 feet, more or less, along the west line of 7th Street to the

After Recording, Return to:
City of Harrisburg
Michele Eldridge
PO Box 378
Harrisburg, OR 97446

1

LINN COUNTY, OREGON 2011-03800
ORD-ORD
Ord=1 Stn=7 COUNTER 03/16/2011 03:33:53 PM
\$20.00 \$11.00 \$15.00 \$9.00 \$10.00 \$85.00



00153896201100038000040042

I, Steve Druckeremiller, County Clerk for Linn County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.

Steve Druckeremiller - County Clerk





ORDINANCE NO. 972

AN ORDINANCE AMENDING HARRISBURG ORDINANCE No. 895 – ANNEXING CERTAIN PROPERTIES UNDER THE “ISLAND ANNEXATION” PROVISIONS ALLOWED BY ORS 222.750 IN 2011.

WHEREAS, the Harrisburg City Council approved the delayed annexation of certain properties by adoption of Ordinance No. 895; and,

WHEREAS, some of the requirements for final annexation, imposed by Ordinance No.895 are no longer enforceable and/or applicable due to various changes in the city's SDC requirements and zone changes as well as the failure to complete the annexation when the subject property changed ownership; and,

WHEREAS, the Harrisburg City Council reviewed this ordinance at a public meeting on January 14, 2020 and received testimony from the property owner as well as other interested citizens;

NOW THEREFORE, THE CITY OF HARRISBURG ORDAINS AS FOLLOWS:

Section 1. Ordinance No. 895 is amended as shown by the provisions contained in **Exhibit A**. All other provisions and requirements of Ordinance No. 895 shall remain in full force and effect.

PASSED by the Council this 14th Day of January 2020.

APPROVED by the Mayor this 14th Day of January 2020.

EFFECTIVE the 13th Day of February 2020.

Mayor Duncan

ATTEST:

City Recorder

EXHIBIT A

No. 2 of "BE IT FURTHER KNOWN THAT: is amended to read – "The annexations shall be effective prior to or upon submission of a development proposal to the city, but in any case not later than March 1, 2021.

No. 3 of "BE IT FURTHER KNOWN THAT: is amended to read – "System Development Charges shall be due and payable in accordance with the current SDC charge schedule upon either a development application submitted to the city but in no case later than final approval of a development application.

No. 4 of "BE IT FURTHER KNOWN THAT: is amended to read – "The properties, shall upon annexation be zoned in accordance with the April 8, 2014 City Comprehensive Plan Map and as it may be amended prior to final annexation.

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING THE FINAL 2019 HARRISBURG WATER SYSTEM MASTER PLAN, AND RESOLUTION NO. 1224.

STAFF REPORT:

Exhibit A: Proposed Resolution No. 1224

Exhibit B: Harrisburg Water System Master Plan (Protected Document not included with Public Packet)

ACTION: Motion to Approve Resolution No. 1224, **“A RESOLUTION ADOPTING THE HARRISBURG WATER SYSTEM MASTER PLAN.”**

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
Included in Water Bond Projects	Yes	Water Fund/Bond Projects

STAFF RECOMMENDATION:

Staff recommends the City Council approve Resolution No 1224.

BACKGROUND INFORMATION:

The final 2019 Water Master Plan was previously supplied in a draft form to the City Council and the Oregon Health Authority (OHA) for their comments to ensure that we have supplied all information required that must be included in a Water Master Plan per OAR 333-061-0060 & OAR 333-061-0061 and Oregon Revised Statute (ORS) 223.297-223.314.

Comments received were incorporated into the final version and OHA has given their approval of the final version of the 2019 Water Master Plan.

The Water CIP has now been updated to reflect the construction of the water bond projects. The SDC's generated by the new CIP are only 1% higher than the current SDC's and therefore, will cost more to update in staff time, and in public notification requirements, than the City will receive by making the change.

Water System Development Charge by Meter Size:

Meter Size	2012 SDC Total Fee	2019 SDC Total Fee	Difference
3/4"	\$4,222	\$4,262	\$40 <1%
1"	\$8,445	\$8,523	\$78 <1%
1 1/2"	\$19,001	\$19,177	\$176 <1%
2"	\$33,779	\$34,092	\$313 <1%
3"	\$76,003	\$76,708	\$705 <1%
4"	\$135,117	\$136,369	\$1,252 <1%

The Harrisburg Water System Master Plan is a document that is protected by the Department of Homeland Defense. Therefore, you will not find this master plan posted on the City website, nor should you share it with other citizens.

MOTION (If necessary):

I move to approve Resolution No. 1224, "A RESOLUTION ADOPTING THE HARRISBURG WATER SYSTEM MASTER PLAN."

REVIEW AND APPROVAL:

John Hitt Date
City Administrator

RESOLUTION NO. 1224

A RESOLUTION ADOPTING THE HARRISBURG WATER SYSTEM MASTER PLAN

WHEREAS, voters in the City of Harrisburg successfully approved Measure 22-169 on November 7, 2017, and thereby enabling the issuance of up to \$7,500,000 of general obligation bonds to finance capital costs related to the City's water system; and,

WHEREAS, the infrastructure approved by the issuance of the general obligation bonds required the update of the 2008 water master plan, in order to show the construction of the treatment facilities, as well as the upgrades of the water lines to federal fire flow standards, plus the update of the CIP and System Development Charges; and,

WHEREAS, the Water System Master Plan also provides a comprehensive analysis of the system including demand forecasts, regulatory compliance, and condition assessment; and,

WHEREAS, the Water System Master Plan also assesses current water system infrastructure and development strategy for achieving seismic resiliency, as well as providing a hydraulic model to assess current and future distribution system configurations; and,

WHEREAS, the Oregon Health Authority (OHA) has given their approval of the final version of the 2019 Water Master Plan, and comments have been incorporated in the final version of the plan per OAR 333-061-0060, OAR 333-061-0061 and ORS 223.297-223.314;

NOW, THEREFORE BE IT RESOLVED by the Harrisburg City Council that the Water Master Plan, set out in a report entitled "Harrisburg Water System Master Plan", dated October 2019, and prepared by the firm of Jacobs Engineering Group Inc., is hereby approved by the City Council and shall be effective on January 14, 2020, following approval of this resolution; and,

BE IT FURTHER RESOLVED that the Water Master Plan adopted in 2008 is hereby superseded by the 2019 Harrisburg Water System Master Plan.

Adopted by the City Council of the City of Harrisburg, Oregon, January 14, 2020.

Mayor

ATTEST:

City Recorder

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF A REQUEST TO REDUCE ACCRUED AND FUTURE INTEREST RATES ON AN EXISTING LIEN, AND APPROVING RESOLUTION NO. 1225

STAFF REPORT:

Exhibit A: Resolution No. 857

Exhibit B: Request from Tim Walter

Exhibit C: Amending Resolution No. 1225

ACTION: MOTION TO APPROVE RESOLUTION NO. 1225, “A RESOLUTION AMENDING RESOLUTION NO. 857, REMOVING THE INTEREST RATE REQUIREMENT, AND THEREFORE REDUCING THE AMOUNT OF THE LIEN ON THAT PROPERTY IDENTIFIED AS 15S-04W-10CA 00200”.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$0 - \$49,129 future revenue, plus \$115 to record the amended resolution.	No	Collection on Existing City Lien

STAFF RECOMMENDATION:

Staff recommends adoption of amending Resolution in order to reduce, or perhaps waive, the property lien imposed by Resolution No. 857.

BACKGROUND INFORMATION:

Resolution No. 857 (**Exhibit A**), approved in Jan of 2008, imposed a lien on property now identified as 776 N. 7th Street. The lien was imposed to reimburse the city for specific improvements including extension of a sewer line, an upsized water line, and larger capacity sewer and storm drain pump stations in order to accommodate future development on this and nearby properties.

The original lien amount was \$28,371, with an annual interest rate of 4%. Principle and interest are due and payable, “if the property is annexed into the city and (emphasis mine) an application is received by the city to locate one or more dwellings on the property.”

Council action in 2017 delayed the finalization of the annexation process when the property initially changed owners. In addition, we have not yet received a development application, (which normally doesn't happen until annexation is complete). As noted elsewhere, the current owner does desire to move forward with a senior housing development, which in turn would trigger the requirement to pay the \$49,129 current lien amount.

Tim Walter, the owner of the property, has requested (**Exhibit B**) if the City Council would consider forgiving the accrued interest (approximately \$20,758), as well as the interest rate of 4% on this particular lien. In addition, verbally, he has requested that the original lien amount of \$28,371 be removed in its entirety.

The proposed Resolution No. 1225 (**Exhibit C**) contemplates removing the interest rate entirely, which results in the savings of \$20,758 in accrued interest. However, staff does not recommend that the lien of \$28,371 be forgiven. This recommendation takes into account the significant benefit to the property that is provided as a result of the improvements installed by the City in 2006. However, City Council has full authority to take different action or decline to take any action and thus leave the existing Resolution No. 857 in force.

MOTION (If necessary):

*I move to approve/amend/disapprove Amending Resolution No. 1225, “**A RESOLUTION AMENDING RESOLUTION NO. 857, REMOVING THE INTEREST RATE REQUIREMENT, AND THEREFORE REDUCING THE AMOUNT OF THE LIEN ON THAT PROPERTY IDENTIFIED AS 15S-04W-10CA 00200**”.*

REVIEW AND APPROVAL:

John Hitt
Interim City Administrator



00004502200600040230010017

I, Steve Druckenmiller, County Clerk for Linn County, Oregon, certify that the foregoing ordinance herein was recorded in the Clerk's records.

Steve Druckenmiller - County Clerk

**RESOLUTION No. 857**

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF HARRISBURG TO REQUIRE REIMBURSEMENT FOR INFRASTRUCTURE IMPROVEMENTS ON OR NEAR NORTH 7TH STREET, FOR FUTURE DEVELOPMENT OF PROPERTY KNOWN AS 15S-4W-10CA, TAX LOT #200

WHEREAS, the construction of the Harris Glenn Subdivision and Harris Glenn First Addition Subdivision have resulted in infrastructure improvements; and,

WHEREAS, some infrastructure improvements were designed so that they could eventually benefit other nearby properties when they are developed, which properties are known as Map 15 4W 10CA, Tax Lots 200 and 204, and Map 15 4W 10CB, Tax Lot 300 (hereinafter "listed properties"); and,

WHEREAS, these improvements benefit the future developer of these listed properties by having necessary infrastructure improvements already completed, and completed at possibly significantly less of a cost than if the improvements were done in later years; and,

WHEREAS, it is reasonable and appropriate for the developer of listed properties to pay for a share of the infrastructure costs that benefit their property, with the share based upon the property acreage; and,

WHEREAS, the improvements (hereinafter "listed improvements") and resulting costs for the improvements that were included to benefit the listed properties included:

- | | |
|--|----------|
| 1. Increase in the size of the sewage pump station | \$68,027 |
| 2. Increase in the size of the storm water pump station | 9,637 |
| 3. Additional excavation for extra depth on the sewer main | 14,578 |
| 4. Increased size of water line | 11,777 |
| 5. Extension of sanitary sewer main | 11,783 |

Total additional cost to benefit listed properties: \$115,802

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Harrisburg that since that property known as Map 15 4W 10CA, Tax Lot 200 represents 24.9% of the property benefited by the listed improvements, 24.5% of \$115,802, to-wit: \$28,371, shall be due and owing to the City of Harrisburg, along with interest at the rate of 4% per annum from the date of the approval of this resolution, if the property is annexed into the City of Harrisburg and an application is received by the City to locate one or more new dwellings on the property. This obligation shall terminate upon payment of the amount owing, or if 20 years from the date of this resolution elapses without the obligation becoming due.

Adopted by the City Council of the City of Harrisburg, Oregon, January 11th, 2006.


Mayor

ATTEST:


City Recorder

After recording, return to:
City Recorder
City of Harrisburg
PO Box 378
Harrisburg, OR 97446

From: [Tim and Peggie](#)
To: [John Hitt](#); [Michele Eldridge](#)
Subject: 770 and 776 N. 7th Street
Date: Monday, December 23, 2019 11:32:50 AM

Thank you two for taking the time to meet with me today. I really appreciate it. At your request, here is the formal request to remove the lien and waive the interest accumulated on property mentioned earlier as well as removing the requirement for future interest in the ca. \$16k water and sewer payment due upon new construction.

Tim Walter

Sent from [Mail](#) for Windows 10

RESOLUTION NO. 1225

**A RESOLUTION AMENDING RESOLUTION NO. 857, REMOVING THE
INTEREST RATE REQUIREMENT, AND THEREFORE REDUCING THE
AMOUNT OF THE LIEN ON THAT PROPERTY IDENTIFIED AS
15S-04W-10CA 00200**

WHEREAS, RESOLUTION 857 imposes a lien of \$28,371 to help pay for certain infrastructure improvements, performed by the City; and,

WHEREAS, said resolution requires the additional payment of 4% payable and compounded annually; and,

WHEREAS, said interest accruals now amount to \$20,758.39; and,

WHEREAS, it is in the public interest of the City of Harrisburg to promote housing alternatives, including senior housing; and,

WHEREAS, the current interest accrual imposes an excess burden on the property owner and is a hindrance to developing needed housing on the subject property;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Harrisburg, Oregon, that Resolution No. 857, shall be amended to remove the phrase, ".....along with interest at the rate of 4% per annum..." All other terms and conditions of Resolution # 857 shall remain in effect.

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

PASSED AND ADOPTED by the Harrisburg City Council this 14th day of January 2020.

Approved by the Mayor this 14th day of January 2020.

MAYOR

ATTEST:

CITY RECORDER

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

**THE MATTER OF APPROVING AN IGA WITH THE CITY OF COBURG FOR
ENHANCED TRAFFIC ENFORCEMENT SERVICES**

STAFF REPORT:

Exhibit A: Response to Request for Proposal – City of Coburg

Exhibit B: Final Draft of the Intergovernmental Agreement for
Traffic Enforcement Services

**ACTION: MOTION TO APPROVE THE INTERGOVERNMENTAL
AGREEMENT BETWEEN THE CITIES OF HARRISBURG AND COBURG FOR
TRAFFIC ENFORCEMENT SERVICES FOR 11 CONSECUTIVE MONTHS
COMMENCING FEB 1, 2020, WITH A TOTAL COST NOT TO EXCEED \$15,000**

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$15,000	Yes	General Fund – Contracted Services

STAFF RECOMMENDATION:

Staff recommend deliberation and approval of the proposed Harrisburg/Coburg IGA

BACKGROUND INFORMATION:

On May 24, 2019 the City of Coburg responded (**Exhibit A**) to a Harrisburg RFP for traffic enforcement services. At the September 10, 2019 City Council meeting the Council approved the bid from the Coburg Police Department and authorized the City Administrator to create an IGA for Council Approval. Since then, I have met twice with the City Manager and Chief of Police for the City of Coburg.

The attached IGA (**Exhibit B**) is the outcome of those meetings and I believe well represents the City's interest in providing enhanced traffic enforcement services. These are described in detail in Paragraph 4 of the document. Please note also that paragraph 2 allows us to contract for more than 25 hours per month of police services at the attractive rate of \$51.00 per hour. Hence, while the base 25 hours/month totals to \$14,025, this will be more than offset by the reduction of LCSO traffic patrol hours. The additional \$975 grants the City Administrator some flexibility in managing police services.

This is an 11-month IGA only (Feb. 1, 2020 – Dec. 31, 2020) and will serve as a pilot program to measure the effectiveness of contracting with other municipalities for traffic and public safety services.

MOTION (If necessary):

I MOVE TO APPROVE THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITIES OF HARRISBURG AND COBURG FOR TRAFFIC ENFORCEMENT SERVICES FOR 11 CONSECUTIVE MONTHS COMMENCING FEB 1, 2020, WITH A TOTAL COST NOT TO EXCEED \$15,000

REVIEW AND APPROVAL:

John Hitt Date
City Administrator

MAY 24 2019

RECEIVED

Response to Request for Proposal

Traffic Enforcement Service for the City of Harrisburg, Oregon

To: Brian Latta, City Administrator
City of Harrisburg
120 Smith Street
PO Box 378 Harrisburg, Oregon 97446
541-995-6655

From: Chief Larry Larson, Coburg Police Department
City of Coburg
91136 N Willamette Street
Coburg, Oregon 97448
541-682-7853
larry.larson@ci.coburg.or.us

A. Introduction

In response to your Request for Proposal, the Coburg Police Department is submitting the proposal as follows. The City of Coburg Police Department will perform 20 hours of traffic enforcement per month from July 1st 2019 to June 30th 2020. Involved officers will appear and testify in Harrisburg Municipal Court as needed.

B. Narrative Summary

The Coburg Police Department will use its full-time police officers and reserve police officers to provide the proposed traffic enforcement services. The Coburg Police Department has three full-time police officers and nine reserve police officers available to provide the proposed traffic enforcement services.

C. Traffic Enforcement Philosophy

The traffic enforcement philosophy of the Coburg Police Department is a balance of community safety, public education and traffic enforcement. Our main goal is to accomplish voluntary compliance of the law. Achieving voluntary compliance of the law can often be accomplished through highly visible community safety patrols. Most citizens' drive according to traffic laws

and others will curtail their risky driving behaviors when there are highly visible patrol officers in the area. Our agency uses highly visible black and white marked patrol cars easily recognizable as police vehicles. Public education to traffic safety can be accomplished by stopping citizens for minor traffic violations and educating them on their risky driving behaviors and or issuing written warnings as reminders to curtail their risky driving behaviors. Traffic violation citations will be issued at officer discretion with the main goal of gaining compliance of the law.

Our agency employs the use of LIDAR and radar devices. These devices are certified every year to ensure they are calibrated and function accurately. These devices are tested daily upon putting them in use. Our agency also requires officers to fill out a Traffic Stop Data Form for every traffic stop or pedestrian contact. These forms document the location, date, time, reason for the contact, duration of the stop, vehicle registration, age, gender, race/ethnicity, arrest (if any), search and disposition. This is used to ensure that department personnel is impartially applying the law.

D. Qualifications of Coburg Police Officers

The Coburg Police Department is made up of three full-time police officers and nine reserve police officers. A reserve police officer is similar to a volunteer fire fighter at the Harrisburg Fire Department. As you can see from the list below several of my reserve police officers have worked as a full-time police officers in the past. The Coburg Police Department requires all reserve police officers to have graduated from a state certified police academy or a state recognized reserve police officer academy. Reserve officers must meet the same requirements as regular full-time police officers and are granted authority to work and serve as police officers in this state under ORS 181A.490.

The days and times we would provide traffic enforcement initiatives would be dependent on the days and times it would be most beneficial to the City of Harrisburg. If the need is for early morning or afternoon commute times or hours when school pickup and drop is occurring that's when traffic enforcement initiatives will be scheduled. To provide the best service to the City, I would want to have more conversation about the traffic enforcement needs for the City of Harrisburg.

Chief Larry Larson

25 years full-time law enforcement experience.
Patrol Sergeant, Narcotics Detective, Patrol Officer;
18 months experience as an International Police
Advisor teaching policing skills to the Iraqi Police
Officers and Iraqi Highway Patrol Officers.

Senior Officer Mike Lee	14 years full-time law enforcement experience. Patrol Officer and Corrections Officer
Officer Kevin Wilson	1 ½ years full-time law enforcement experience. Patrol Officer; 3 ½ years reserve officer.
Reserve Sgt. Joe Wicks	15 years full-time law enforcement experience. 25 years reserve officer.
Reserve Sgt. Todd Larson	18 years full-time law enforcement experience. Patrol Sergeant, Jail Sergeant, Detective Sergeant in charge of a marijuana taskforce; 5 ½ years reserve officer.
Reserve Sgt. David Gregory	27 years full-time law enforcement experience. Chief, Captain/Division Commander, Lieutenant, Sergeant, Detective, K9, S.W.A.T., Corrections Officer; 2 ½ years reserve officer.
Reserve Officer Rod Teague	13 years full-time law enforcement experience. Patrol Officer, Narcotic Detective, S.W.A.T.; 11 years reserve officer.
Reserve Officer Mike Anson	14 years reserve officer. Patrol Officer.
Reserve Officer Rob Freytag	3 years full-time law enforcement experience. Patrol Officer; 5 years reserve officer.
Reserve Officer Andrea Ceniga	13 years reserve officer. Patrol Officer.
Reserve Officer Blake Preston	2 years reserve officer. Patrol Officer.
Reserve Officer Nathan Slocum	2 years reserve officer. Patrol Officer.

E. List of Clients

The Coburg Police Department has provided similar police services to the United States Marshals Office on large scale sex offender operations. We routinely work with the Lane County Sheriff's Office on a myriad of operations and special events (Oregon Duck Football games, music concerts, and more) on a recurring basis. We have additionally worked with the

University of Oregon Police Department during special operations that have included sporting events and special security details. We have also provided police officers to the Oakridge Police Department for patrol shift coverage during times of personnel shortages.

F. Cost of Service

The Coburg Police Department proposed cost for this project is \$9,800.00. Hourly billing and quarterly payment to the Coburg City Finance Department would be desired.

G. Professional Liability Insurance Information

Our insurance provider for both professional liability and workers' compensation is City County Insurance Services of Oregon. I am attaching a copy of the Statement of Election and Coverage Declarations for review.



Chief Larry Larson
Coburg Police Department
91136 N Willamette Street
Coburg Oregon 97408
541-682-7853
Larry.larson@ci.coburg.or.us

Workers' Compensation Coverage Declarations



citycounty insurance services
cisoregon.org

Certificate of Membership Number: 18WCOB

Coverage Period: 7/1/2018 to 7/1/2019

CIS
1212 Court St NE
Salem, OR, 97301

Named Member
City of Coburg
PO Box 8316
Coburg, OR 97408

Agent of Record
Wilson Heirgood Associates
2930 Chad Drive
Eugene, OR 974087382

This certifies that the above Named Member is a Member of the CIS Trust for Workers' Compensation coverage during the period set forth above.

Limits of Liability:

Workers' Compensation Per Occurrence - Statutory (Coverage A)

Employer's Liability Per Occurrence - \$3,000,000 (Coverage B)

STATEMENT OF ELECTION

The Named Member's contribution shall be calculated according to the plan type indicated (with an "X") below:

X Guaranteed Cost Plan:

Member is invoiced annually based on the payment option chosen during the renewal process.

Deductible Plan:

Paid losses will be invoiced quarterly until the aggregate deductible is reached. CIS and any Member with a deductible may, by mutual written agreement, agree to closure of the plan for payment of additional contribution.

Paid Loss Retrospective Plan:

Member pays in the minimum contribution at inception. Paid losses, plus a 20% administrative fee (1.20 Loss Conversion Factor), are invoiced quarterly until the total paid reaches the maximum contribution or the plan is closed. Closeout options are offered at the 24th, 36th, and 48th month of the plan. Closure is mandatory at 60 months at which time any outstanding reserves would be included in the calculation.

Contribution and assessment for all plan types are based on current estimated and assumed payroll and are subject to year-end audit adjustment.

Patrick Priest
Executive Director, CIS Trust

Public Entity Liability Coverage Declarations



citycounty insurance services
cisoregon.org

Certificate of Membership Number: 18LCOB

Coverage Period: 7/1/2018 to 7/1/2019

CIS
1212 Court St NE
Salem, OR, 97301

Named Member
City of Coburg
PO Box 8316
Coburg, OR 97408

Agent of Record
Wilson Heirgood Associates
2930 Chad Drive
Eugene, OR 974087382

Coverage*	Per Occurrence	Annual Aggregate	Per Occurrence Deductible / SIR*	Agg/Retro Deductible
Public Entity Liability Coverage (Including Auto Liability) as described in CIS General & Auto Liability Coverage Agreement	\$200,000	\$600,000	NONE	None

Forms Applicable: CIS General & Auto Liability Coverage Agreement - CIS GLJAL (7/1/2018)

Coverage*	Per Occurrence	Annual Aggregate		
Excess Public Entity Liability Coverage as described in the CIS Excess Liability Coverage Agreement (limits shown are excess of primary coverage limits)	\$4,800,000	\$14,400,000		

Forms Applicable: CIS Excess Liability Coverage Agreement - CIS XS GL (7/1/2018)

*Refer to the CIS General & Auto Liability Coverage Agreement and CIS Excess Liability Coverage Agreement and endorsements (if any) for detailed coverages, special deductibles, limits, sublimits, exclusions, and conditions that may apply.

Excess Liability Coverage does not provide Uninsured Motorist coverage.

Coverage	Contribution
General Liability	\$21,174.57
Auto Liability	\$5,648.94
Liability Total	\$26,823.51

Patrick Priest
Executive Director, CIS Trust

Property Coverage Declarations



citycounty insurance services
cisoregon.org

Certificate of Membership Number: 18PCOB

Coverage Period: 7/1/2018 to 7/1/2019

	Named Member	Agent of Record
CIS	City of Coburg	Wilson Heirgood Associates
1212 Court St NE	PO Box 8316	2930 Chad Drive
Salem, OR, 97301	Coburg, OR 97408	Eugene, OR 974087382
Coverage Limits (Per Occurrence):*		
Building and Contents and PIO		Per current CIS Property Schedule
Mobile Equipment		Per current CIS Mobile Equipment Schedule
Earthquake		\$5,000,000
Excess Earthquake - Coverage applies only if coverage limit is shown.		None
Flood		\$5,000,000
Excess Flood - Coverage applies only if coverage limit is shown.		None
Combined Loss of Revenue and Rental Value		\$1,000,000
Combined Extra Expense and Rental Expense		\$1,000,000
Property in Transit		\$1,000,000
Hired, Rented or Borrowed Equipment		\$150,000
Restoration/Reproduction of Books, Records, etc.		\$100,000
Electronic Data Restoration/Reproduction		\$250,000
Pollution Cleanup		\$25,000
Crime Coverage		\$50,000
Police Dogs (if scheduled)		\$15,000
Off Premises Service Interruption		\$100,000
Miscellaneous Coverage		\$50,000
Personal Property at Unscheduled Locations		\$15,000
Personal Property of Employees or Volunteers		\$15,000
Unscheduled Fine Arts		\$100,000
Temporary Emergency Shelter Restoration		\$50,000
Difference In Conditions - Earthquake & Flood (if any):		\$0
Extra Items (if any):		

*This represents only a brief summary of coverages. Please refer to CIS Property Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

Locations Covered:	Per current CIS Property Schedule.
Perils Covered:	Risks of Direct Physical Loss subject to the terms, conditions and exclusions contained in the coverage forms listed below under Forms Applicable.
Deductibles:	\$1,000 Per occurrence except as noted and as follows (if any). \$1,000 Per occurrence on scheduled mobile equipment items. Earthquake and Flood: Special deductibles and restrictions per Section 2 of the CIS Property Coverage Agreement.
Total Contribution:	\$10,508.91 (Property) \$0.00 (Excess Earthquake) \$0.00 (Excess Flood) \$0.00 (Difference In Conditions)
Forms Applicable:	CIS Property Coverage Agreement - CIS PR (7/1/2018)

Patrick Priest
Executive Director, CIS Trust

Excess Crime Coverage Declarations



citycounty insurance services
cisoregon.org

Certificate of Membership Number: 18ECCOB

Coverage Period: 7/1/2018 to 7/1/2019

	Named Member	Agent of Record
CIS	City of Coburg	Wilson Heirgood Associates
1212 Court St NE	PO Box 8316	2930 Chad Drive
Salem, OR, 97301	Coburg, OR 97408	Eugene, OR 974087382

Excess Crime Coverage

Coverage Limits excess of \$50,000 crime coverage provided under the CIS Property Coverage Agreement:*

Employee Theft - Per Loss Coverage	\$500,000
Forgery or Alteration	Included
Inside Premises - Theft of Money & Securities	Included
Inside Premises - Robbery, Safe Burglary - Other	Included
Outside Premises	Included
Computer Fraud	Included
Money Orders and Counterfeit Paper Currency	Included
Funds Transfer Fraud	Included
Impersonation Fraud Coverage	Maximum recovery** \$250,000

**Recovery subject to lower limit purchased by member if under \$250,000

Additional Coverages:

Faithful Performance of Duty	Included
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*This represents only a brief summary of coverages. Please refer to the Excess Crime Policy for detailed coverages, exclusions, and conditions that may apply.

Locations Covered:	Per current CIS Property Schedule.
Contribution:	\$1,048.00
Forms Applicable:	National Union Fire Insurance/Excess Crime Policy

Patrick Priest
Executive Director, CIS Trust

Reference List

United States Marshals Service

Bryon Carrol 541-465-6340

Sex Offender Investigations Coordinator

District of Oregon

Oakridge Police Department

Chief Kevin Martin 541-782-4232

PO Box 385

Oakridge Oregon 97463

Lane County Sheriff's Department 541-682-4150

Reserve Sergeant Alen Bahret

Eugene, Oregon

INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES

CITY OF HARRISBURG/CITY OF COBURG

THIS AGREEMENT is made and entered by and between the CITY OF HARRISBURG hereinafter called HARRISBURG, a municipal corporation of the State of Oregon, and the CITY OF COBURG, hereinafter called COBURG, a municipal corporation of the State of Oregon.

WITNESSETH

WHEREAS, Harrisburg is desirous of contracting with Coburg for the performance of the hereinafter described law enforcement traffic enforcement functions within the boundaries of Harrisburg by Coburg thereof, and;

WHEREAS: Both cities desire to enter into a Pilot Program to explore ways and means they can provide mutual support and assistance in furnishing quality and cost-effective municipal services to our respective residents, as well as an enhanced emergency response.

WHEREAS: Representatives of both cities shall meet during the month of November, 2020, or at other mutually agreed time(s), to measure the success and mutual benefit of this Pilot Program with due consideration of all necessary amendments to this agreement as well as possible expansion of this agreement to encompass additional, joint municipal services in 2021 and beyond.

WHEREAS, Coburg has agreed to tender such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of ORS 190.010.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREIN CONTAINED, IT IS MUTUALLY AGREED AS FOLLOWS:

1. **TERM:** The term of this agreement shall be 11 months, February 1, 2020 and terminating Dec. 31, 2020 except as may be extended and amended as mutually agreed or terminated in accordance with Section 8 of this agreement.
2. **COMPENSATION:** Harrisburg shall pay to Coburg for such law enforcement services as provided herein as follows:
 - a. Costs for this period. Payments shall be made in equal quarterly installments.

<u>ANNUAL CONTRACT</u>	<u>AMOUNT</u>	<u>HOURS</u>	<u>HOURLY RATE</u>
Feb. 1,2020 – Dec. 31,2020	Base Amount \$14,025	Base Amount 275 hours	\$51.00 average hourly rate

- b. In the event an incident within Harrisburg requires extraordinary police services above and beyond the typical investigation and causes the hours to be performed on behalf of Harrisburg to exceed the 25-hour month average, Harrisburg shall pay for such services at the established hourly rate listed above. Prior to any payments being made under this subparagraph, the City Administrators shall review the time involved in the investigation and jointly agree on the additional amount of compensation which should be due.
3. **ADDITIONAL HOURS:** Additional hours may be requested by Harrisburg to cover special events or patrols. Such requests shall be made in writing to Coburg no less than 30 days prior to the event or patrol. Coburg shall make reasonable accommodations to cover these additional hours. Unless prior arrangements are made and agreed to by both parties in writing, Harrisburg shall pay for such services at the average hourly rate listed above. Additional hours available for special events will be based solely on the availability of Coburg officers to cover such event.
4. **POLICE RESPONSIBILITIES:** The Linn County Sheriff's Department still provides police services to Harrisburg. Coburg agrees to provide police traffic enforcement within the corporate limits of Harrisburg to the extent and in the manner herein set forth. The police services shall encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a city police department. Such services shall include enforcement and investigations involved in the field of public safety, criminal law enforcement, or related fields within the legal power of the Chief of Police to so provide and shall be provided in conformance with the standards generally accepted within the policing profession. The law enforcement services provided by Coburg shall include the following:
 - a. Police patrols with a minimum of 25 hours of traffic enforcement per month. Patrols shall be conducted on both a regular and irregular basis or as specifically requested by Harrisburg. The 25-hours of traffic enforcement will be in marked police vehicles.
 - b. Travel time shall be charged at a rate of 15 minutes total per roundtrip to Harrisburg.
 - c. Immediate and appropriate response to calls, subject only to necessary priorities caused by concurrent matters. Priority non-traffic enforcement

calls should go to Linn County Sheriff. Coburg will respond to these calls when requested by the Linn County Sheriff or Harrisburg and priorities allow. Harrisburg will need to make the decision as to whether they wish to count the time spent on a priority non-traffic call as part of the 25 hours per this agreement, or if they wish to pay the City of Coburg for the officer time spent per the 'Average' hourly rate as established in Section 2 of this agreement.

- d. Provide a written report to Harrisburg on or before the 10th day of each month following the end of the quarter setting forth the actual number of calls for service and number of citations and arrests for the previous quarter. The Chief of Police or his designee shall attend any and all meetings concerning policing issues as may be necessary and as requested by Harrisburg or Coburg.
- e. Conduct spot radar enforcement as necessary to alert drivers of speed limits during normal duty hours. In addition, Coburg shall furnish Harrisburg a summary traffic survey, not later than June 30, 2020, documenting the type, frequency and severity of traffic violations noted by Coburg officers and/or traffic survey equipment. The Coburg Police Chief will work with the Harrisburg Liaison to define the scope and delivery of a traffic survey. If the traffic survey scope and delivery is outside of the allocated 25-hours then the City of Coburg will be reimbursed for the additional hours at the standard hourly charge established in Section 2 (a) of this agreement.
- f. Prosecution of misdemeanors and infractions as set forth in Section 6 of this Agreement;
- g. Advise City officials of situations encountered by patrolling officers that may affect the health, safety and welfare of residents and visitors, including inadequate, missing or broken traffic or safety signs;
- h. Advise City officials of the need for new ordinances or revisions to existing ordinances to address changes in state legislation and/or law enforcement concerns;
- i. Assist the City Administrator in preparing responses to queries from County, State and other jurisdictions in matters relating to law enforcement needs and activities, jail facilities, reports and similar matters;

- j. Maintain close liaison with City officials concerning law enforcement matters;
- k. Upon request, attend Harrisburg City Council meetings in April, August, and December of 2020 and such other meetings as may be appropriate, and as may be mutually agreed.
- l. Assist victims and witnesses at the crime scene;
- m. Preserve crime scenes;
- n. Retain evidence;
- o. All original reports shall be maintained by the Coburg police department and made available upon request in accordance with state law;
- p. Administration. The Coburg Chief of Police shall be under the administrative direction of the City Administrator of the City of Coburg, shall exercise all authority vested in that office.
- q. Make available for the performance of the duties herein properly supervised officers, certified by the Oregon Department of Public Safety Standards and Training (except as to reserve officer/cadets), and furnish and supply all other necessary labor, supervision, equipment, communications facilities, and supplies to maintain the level of services to be rendered hereunder. Harrisburg shall supply support for Coburg when able including but not limited to a 'Ready Room', emergency vehicle towing and repair, and other miscellaneous support of Coburg officers while within Harrisburg city limits or in transit to or from Coburg.
- r. Coburg and Harrisburg shall cooperate and coordinate with the preparation and dissemination of public information to help citizens of both communities better understand the role, benefits, and limitations of this agreement.

5. **ADDITIONAL ASSOCIATED PUBLIC SAFETY SERVICES:** As noted in Section 4.c. of this Agreement, Harrisburg may at times request associated public safety services typically performed by a city police department but not directly related to traffic enforcement. Coburg will reasonably endeavor to provide these services to the best of its ability, subject to availability of personnel and other limiting factors. These services will not be counted towards the 25 monthly hours and Coburg shall be reimbursed at the average hourly rate established in Section 2 of this agreement.

6. **PERSONNEL:** The rendition of such service, standards of performance, the discipline of

officers, and other matters incident to the performance of such services and control of personnel so employed shall remain solely with the City of Coburg.

- a. With the exception of police department reserves, all personnel employed in the performance of such services pursuant to this agreement shall be Coburg employees and all persons employed hereunder shall have City pensions, salary, workers compensation and any status or rights under the provisions of City employment paid for by Coburg.
 - b. Harrisburg shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any Coburg personnel performing services hereunder for Harrisburg or any liability other than that provided for in this agreement. Except as otherwise herein specified, Harrisburg shall not be liable for compensation or indemnity to any Coburg employee for any injury, or sickness arising out of his or her employment.
7. **COURT:** Upon request of the Harrisburg Municipal Court Judge or Clerk, Coburg may provide a bailiff for the Harrisburg Municipal Court who shall be present whenever the Court is in session. An Officer scheduled to testify at Court may serve as Bailiff. If Harrisburg elects to have an officer at Court then Harrisburg shall pay for such services at the average hourly rate listed above. Hours served as Court Bailiff shall be in addition to the 25 hours of traffic patrol described in Section 4 a.
8. **DISPUTE RESOLUTION:** Specifically, the Administrators shall attempt to resolve any disputes between the cities concerning the terms of this agreement and the performance thereof and may recommend that the cities enter into mediation or arbitration if the Administrators are unable to resolve a dispute matter. The type and quality of service shall be reviewed annually by the respective councils.
9. **TERMINATION:** This agreement may be terminated by either city at any time upon giving 30 days written notice of their intent to do so. Termination of this agreement may be by 24-hour email notice by Coburg to the Harrisburg City Administrator and/or Asst. City Administrator, of an urgent or emergency situation. These include, but are not limited to, the necessary allocation of Coburg personnel or equipment elsewhere, a financial exigency, or other pressing Coburg need as determined by the Coburg City Administrator.
10. **HOLD HARMLESS:** The parties hereby covenant and agree to hold and save each other, their officers, agents and other employees, harmless from all claims whatsoever, including attorney's fees and costs, by reason of any act or omission of each city, its officers, agents, or employees. Coburg will provide Harrisburg a certificate of insurance indicating the City of Coburg carries an insurance policy providing liability insurance for its Police Department and any contractual arrangements with other agencies.
11. **MISCELLANEOUS:** Any amendments or modification hereto shall be made in writing

as approved by respective councils.

IN WITNESS WHEREOF, this instrument has been executed in duplicate pursuant to resolutions heretofore duly and legally adopted by each of the parties hereto.

CITY OF COBURG

CITY OF HARRISBURG

Ray Smith, Mayor Date

Bobby Duncan, Date
Mayor

Anne Heath, Date
City Administrator

John Hitt, Date
Interim City Administrator

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

**THE MATTER OF AUTHORIZING A MURAL TO BE PAINTED IN THE
HARRISBURG PUBLIC LIBRARY**

STAFF REPORT:

Exhibit A: Drawing of Proposed Mural

Exhibit B: Picture of the proposed mural location

**ACTION: MOTION TO AUTHORIZE CITY STAFF TO PROCEED WITH
THE STEPS NEEDED TO CONTRACT WITH HOLLY BEA JONES TO PAINT AN
APPROVED MURAL ON THE WALL OF THE HARRISBURG PUBLIC LIBRARY.**

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$190.00	Yes	Ready to Read Grant

STAFF RECOMMENDATION:

The Harrisburg Public Library staff would like the City Council to authorize the painting of a mural inside the Library.

BACKGROUND INFORMATION:

As told by Cheryl Spangler; “The mural that will be painted by Holly Bea Jones (**Exhibit A**) is a sweet retro picture of time gone by. When Children really did sit outside and read and as they read, the books come alive by the characters you see all around them. There is Velveteen Rabbit with Peter; Charlotte up in the tree, Winnie the Pooh floating in the white clouds and so many more characters we all remember...you do remember, right?”

The mural will be a part of our Baby Storytime and Toddler Storytime programs. The children will be able to see how many characters they find. A cheat sheet will be provided to help locate them all. The hope is that the children will look for the books to read themselves someday.

The paint needed will come out of the Ready to Read Grant Fund, at a cost of approximately \$40. Library Staff would like to pay Holly Jones \$150.00 for her work. That will also come out of the same fund. Staff will need to contract with Holly Jones to do the painting with a simple services purchased contract. The painting itself will be

scheduled when the Library isn't open, and will be coordinated between the Library Staff, Library Supervisor, and the City Recorder/Asst. City Administrator.

Because the Library Board reviews and recommends terms for contracts and working relationships with other public agencies regarding library services, they were asked to recommend to the City Council that they have no problems with Library Staff contracting with Holly Bea Jones for \$150 to paint the mural. (A simple contract will clarify what Holly is responsible for, when the work will be done, what will happen if the work is not done correctly and protects both parties in terms of insurance coverage and a hold harmless agreement.) That meeting was being held on Thursday, January 9, 2020.

MOTION (If necessary):

MOTION TO AUTHORIZE CITY STAFF TO PROCEED WITH THE STEPS NEEDED TO CONTRACT WITH HOLLY BEA JONES TO PAINT AN APPROVED MURAL ON THE WALL OF THE HARRISBURG PUBLIC LIBRARY.

REVIEW AND APPROVAL:

John Hitt
Interim City Administrator





Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING THE 5TH STREET IMPROVEMENT PROJECT.

STAFF REPORT:

Exhibit A: 5th Street Improvement Plans

ACTION: MOTION TO APPROVE THE S. 5TH STREET IMPROVEMENT PROJECT

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
Estimated Preliminary Cost \$880,000	Yes	Storm Water Fund Storm Water SDC's Street Fund Transportation SDC's Water Bond Project

STAFF RECOMMENDATION:

Staff recommends the City Council Approve the 5th Street Improvement Project.

BACKGROUND INFORMATION:

The City Council in 2016 reviewed the street assessment report prepared by the Public Works department that lists the condition of each of our City Streets. 5th Street ranked as 'failed' and is in need of total reconstruction. The City Council understands the condition of our streets and understands the street system has a major impact on the quality of life for many of our residents. That is why improving our streets is listed in the City's strategic plan, showing the Council's commitment to improving the City's transportation infrastructure.

The 5th Street Improvement Project would include a new properly sized water line which was previously approved and listed as one of the waterlines to be replaced in the 2017 Water Bond project. Also included in this improvement project are upgrades to the storm water system, new roadway and roadway sub-grade, plus new curb/gutter and sidewalks including new ADA ramps. Because the improvement project is well funded, and the current condition of 5th St. is failed, there are no proposed costs to pass on to property owners on 5th St.

If the City Council approves the 5th Street Improvement Project, it will allow the PW Director to proceed with the RFP bid documents.

MOTION (If necessary):

I move to approve the 5th St. Improvement Project.

REVIEW AND APPROVAL:

John Hitt Date
City Administrator

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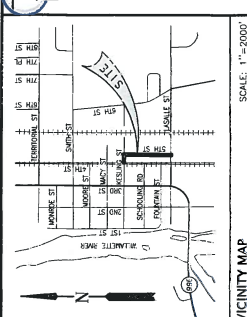
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structural • geotechnical
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p. 741.765.6137

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ENGINEER
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DECLINING

NOTICE OF NONRENEWAL

VICINITY MAP
SCALE: 1"=2000'

EXPENSES: DECEMBER 31, 2020

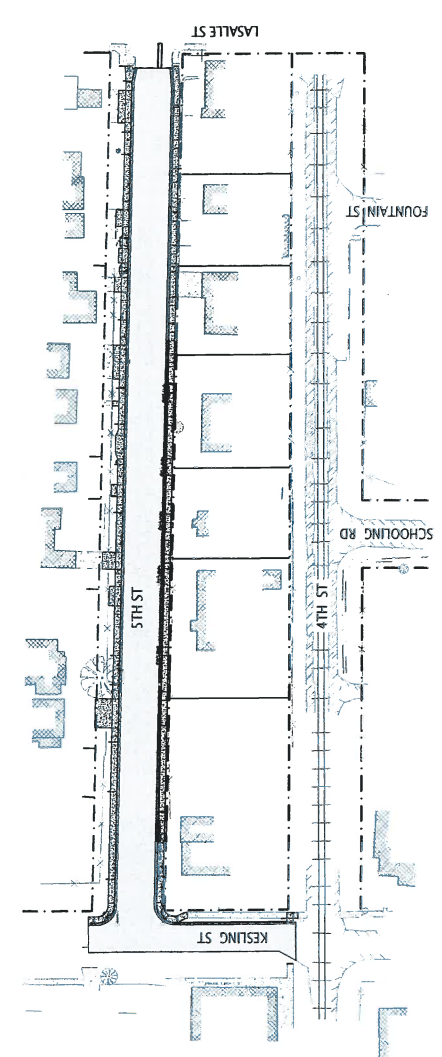
**KESLING STREET AND
S. 5TH STREET IMPROVEMENTS**
KESLING ST. FROM S. 4TH STREET TO S. 5TH ST.
S. 5TH ST. FROM KESLING ST. TO LASALLE ST.
HARRISBURG, OREGON

date: NOV. 19, 2019
 drawn by: GAM
 designer: GAM
 project no: 19-009C
COVER SHEET

het
co

SHEET #	SHEET TITLE
C0	COVER SHEET
C1	TYPICAL SECTIONS AND GENERAL NOTES
C2	KESLING ST. - EXISTING CONDITIONS AND DEMOLITION PLAN
C3	KESLING ST. - EXISTING CONDITIONS AND DEMOLITION PLAN
C4	KESLING ST. - STREET & STORM PLAIN & PROFILE STA. 1+00-2+00
C5	S. 1TH ST. - STREET & STORM PLAIN & PROFILE STA. 0+00-1+00
C6	S. 1TH ST. - STREET & STORM PLAIN & PROFILE STA. 2+00-2+50
C7	KESLING ST. - WATER PLAIN & PROFILE STA. 0+00-2+00
C8	S. 1TH ST. - WATER PLAIN & PROFILE STA. 0+00-4+00
C9	S. 1TH ST. - WATER PLAIN & PROFILE STA. 4+00-7+50
C10	DETAILS
C11	NOTES

UTILITY PROVIDERS		
UTILITY	PROVIDER	PHONE NUMBER
WATER	CITY OF HANOVERSBURG	541-495-4655
SEWER	CITY OF HANOVERSBURG	541-495-4655
STORM	CITY OF HANOVERSBURG	541-495-4655
ELECTRIC	PACIFIC POWER	503-255-4534
GAS	NW NATURAL	503-250-2415
TELEPHONE	CENTURY LINK	800-263-4327
TELEVISION	COMCAST	800-250-0079

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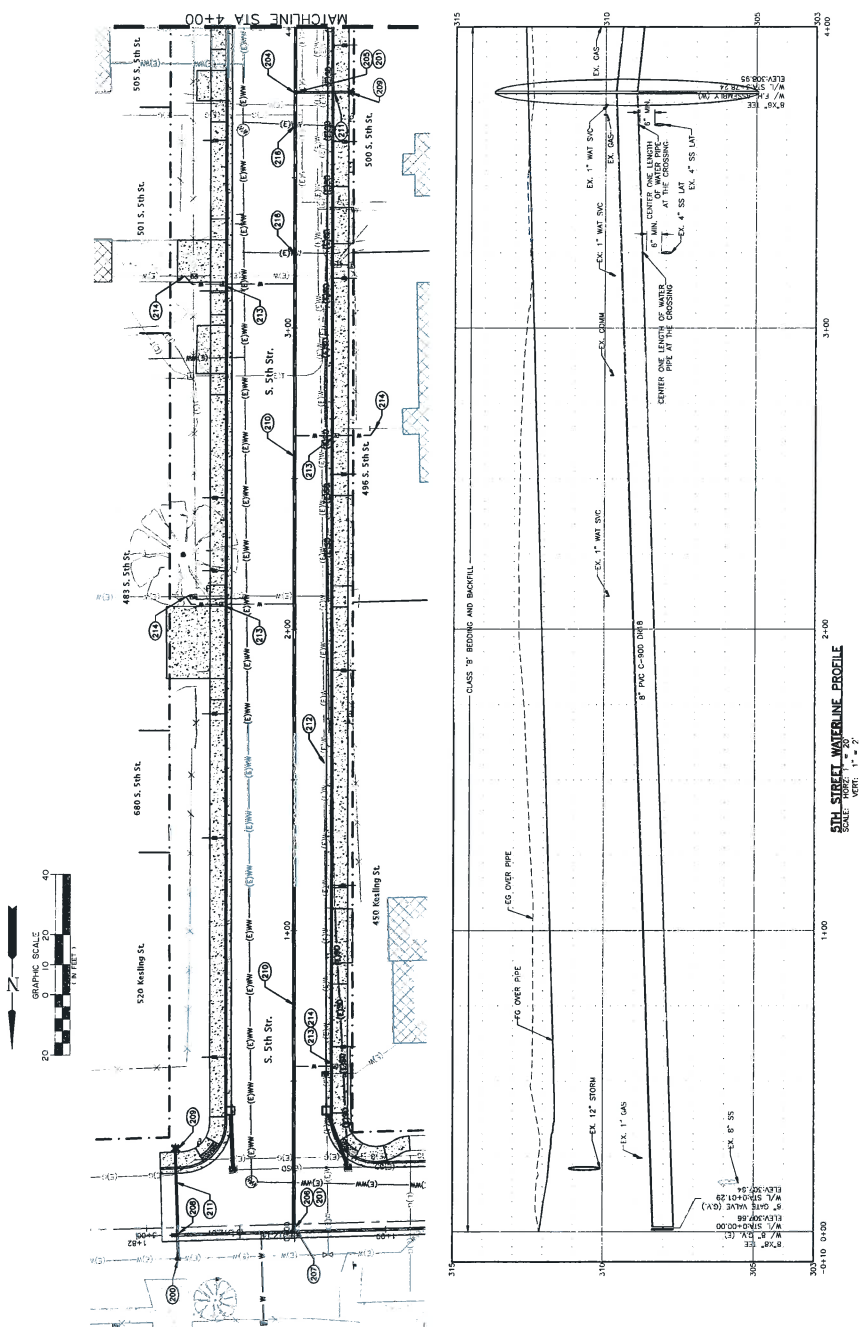
**KESLING STREET AND
S. 5TH STREET IMPROVEMENTS**
KESLING ST. FROM S. 4TH STREET TO S. 5TH ST.
S. 5TH ST. FROM KESLING ST. TO LASALLE ST.
HARRISBURG, OREGON

revisions:

date:	NOV. 19, 2019
drawn by:	GAM
designer:	GAM
project no:	19-009C

S. 5TH ST.
WATER
PLAN & PROFILE
STA. 0+00-4+00

三



CONSTRUCTION NOTES

- [illegible]

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING A REVISED INTERIM CITY ADMINISTRATOR CONTRACT

STAFF REPORT:

Exhibit A: Proposed New Contract

Exhibit B: Current Interim Administrator's Contract

Exhibit C: Email from City Attorney, Jim Brewer

ACTION: MOTION TO APPROVE THE REVISED EMPLOYMENT AGREEMENT BETWEEN THE CITY OF HARRISBURG AND JOHN HITT, EFFECTIVE JAN 14, 2020.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$31,350	Yes	General Fund

STAFF RECOMMENDATION:

Staff recommends approval of the proposed contract

BACKGROUND INFORMATION:

The current Interim City Administrator contract is for 30 maximum weekly average working hours. At the Dec. 10th City Council meeting it was decided to wait until Jan. 2020, or later, to recommence the search for a permanent City Administrator. The Interim Administrator agreed to continue into the new year, provided his work status could become that of a full-time, overtime exempt employee. A possible new contract was discussed by the City Council and Mr. Hitt, which was to be presented at the Jan 14, 2020 meeting.

The proposed contract is for a base monthly salary of \$7,920. (This compares to \$8,122 per month, including bonus, for the former City Administrator). It also has the following major provisions:

1. There is a requested waiver of health insurance benefits.
2. CIS required Group Term life insurance, Accidental Death and Long-Term disability benefits totaling \$186.46 per month.
3. Two paid PTO days per month.

**EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF HARRISBURG AND JOHN HITT**

THIS AGREEMENT is entered into on January 14, 2020 by and between the City of Harrisburg, an Oregon municipal corporation, hereinafter referred to as “City,” and John Hitt, hereinafter referred to as “Employee.”

RECITALS

WHEREAS, City is in need of the services of a person possessing a high degree of professional skill, with outstanding ability to act as Interim City Administrator; and

WHEREAS, Employee has had extensive experience as a municipal administrator in Oregon; and

WHEREAS, Employee desires to be retained by the City on a temporary basis;

AGREEMENT

City and Employee agree as follows:

1. City engages the services of an overtime exempt Employee working, on average, 40 or more hours per week, beginning Jan 14, 2020 and ending when the City has hired a new City Administrator who is in place. This agreement may be extended or renewed upon the Party’s agreement to do so.

2. Employee is an Oregon PERS retiree that is exempt from the customary PERS mandated maximum hours per year that a PERS retiree can be employed by an Oregon municipality. The City is required to pay to PERS the employer rate contributions on service retirees’ salary as per SB 1049.

3. Since Employee currently qualifies and is included in a Medicare health plan, he is requesting a waiver from the City provided health insurance plan and City agrees to and approves said waiver as part of this agreement. Employee acknowledges that if the agreement is

amended to include insurance in the future, that it will not be available until the next open enrollment period for the City.

4. Employee's compensation during the initial term of this agreement shall be the sum of \$7,920 per month. This compensation is subject to City budgets and appropriation ordinances for the term of this agreement, and Employee agrees to his employment as Interim City Administrator for above hours and compensation. This compensation will be paid twice monthly on the 5th and 20th of each month throughout the term of this agreement.

5. Employee understands that as an interim employee, the position for which he is being employed does not include the usual benefits available to all other full-time employees. Benefits that will be included are as follows:

- a. Those benefits mandated by federal or state law;
 - b. City provided basic life insurance, AD & D, and LTD insurance coverage;
 - c. Paid Holiday Benefits as stated in the Harrisburg Employee Manual;
 - d. Deferred Compensation (IRC 457 or similar) funded entirely from the employee's monthly cash compensation;
 - e. In lieu of vacation benefits, two (2) paid days of Personal Time Off (PTO) per month;
- and,
- f. Paid sick leave at the rate of 4 hours for every pay period, with the acknowledgement that he may not use more than 40 hours of sick time in a fiscal year, and that accumulated sick pay may not be paid out at employment termination.

6. City shall pay employee \$75 for every 90 days worked as compensation for city use of employee's personal cell phone.

7. City shall compensate employee for all required city use of his personal automobile at the approved IRS per mile rate.

8. Employee shall be under the direction and control of the Mayor and City Council and will perform Interim City Administrator services as will be required of him by the Mayor and City Council, and the Charter and Ordinances of the City of Harrisburg.

9. Employee's duties shall be as described in the job description for City Administrator on file with the City Recorder. Except as specifically set out in the terms of this agreement, Employee shall be subject to the same employment policies as other employees of the City, as they exist on the date of this agreement and as they shall be amended from time to time by the City. There shall be no residency requirement for Employee.

10. City shall furnish Employee with a workplace, equipment, materials and supplies necessary for the efficient performance of Employee's duties, including, but not but not limited to telephone service, office furniture, stationery, photography, printing, transportation and other incidental equipment, material and services required for the performance Employee's duties.

11. Employee shall devote all of his on-duty hours to the job described above, subject to the employment policies of the City and to the laws of the State of Oregon.

12. Although the Parties contemplate maintaining this agreement until the City has a new City Administrator in place, the employment described in this agreement is at-will, and this agreement may be terminated at any time by either party upon 30 days' written notice to the other party. Written notice may be hand-delivered by City to Employee and by Employee to

Employee's immediate supervisor. Written notice may also be mailed to the party's address as it is set forth in the City's records.

13. Should the City terminate this agreement for any non-disciplinary reason, City agrees to provide Employee one month's pay in severance.

14. This agreement may be amended by mutual written agreement of the parties.

15. The provisions of this agreement shall be severable. The invalidity or unenforceability of any particular provision of this agreement shall not affect its other provisions, and this agreement shall be construed in all respects as if such valid or unenforceable provision had been omitted.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above; if a party is a corporate entity, it has caused it to be executed by an officer, manager or other person duly authorized to do so by order of its officers, members and/or managers.

CITY OF HARRISBURG

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

City Recorder

City Attorney

John Hitt, Employee

EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF HARRISBURG AND JOHN HITT

THIS AGREEMENT is entered into on September _____, 2019, by and between the City of Harrisburg, an Oregon municipal corporation, hereinafter referred to as “City,” and John Hitt, hereinafter referred to as “Employee.”

RECITALS

WHEREAS, City is in need of the services of a person possessing a high degree of professional skill, with outstanding ability to act as Interim City Administrator; and

WHEREAS, Employee has had extensive experience as a municipal administrator in Oregon; and

WHEREAS, Employee desires to be retained by the City on a temporary basis;

AGREEMENT

City and Employee agree as follows:

1. City engages the services of Employee averaging 30 hours per week, beginning September 23, 2019 and ending when the City has hired a new City Administrator who is in place. This agreement may be extended or renewed upon the Party’s agreement to do so.

2. Employee is an Oregon PERS retiree and this agreement is subject to a maximum number of hours with all PERS employers (including City) of 1040 hours in the 2019 calendar year. Employee shall be responsible for tracking and reporting hours to City. Employee’s initial schedule is expected to be a minimum of 20 hours a week and not more than 40 hours per week. The Parties agree this schedule may be changed from time to time as agreed between City and Employee, but is not to exceed 40 hours per week.

3. Employee’s compensation during the initial term of this agreement shall be the sum of \$5,500 per month. Should the average hours of work per week in a month be more than 30, the

parties will revisit and adjust this amount to reflect the average. This compensation is subject to City budgets and appropriation ordinances for term of this agreement, and Employee agrees to his employment as Interim City Administrator for above hours and compensation. This compensation will be paid twice monthly on the 5th and 20th of each month throughout the term of this agreement.

4. Employee understands that the position for which he is being employed is a non-benefited position, except as required by federal and state law. Employee will receive paid sick leave at the rate of one hour of leave for every 30 hours worked.

5. Employee shall be under the direction and control of the Mayor and City Council, and will perform Interim City Administrator services as will be required of him by the Mayor and City Council, and the Charter and Ordinances of the City of Harrisburg.

6. Employee's duties shall be as described in the job description for City Administrator on file with the City Recorder. Except as specifically set out in the terms of this agreement, Employee shall be subject to the same employment policies as other employees of the City, as they exist on the date of this agreement and as they shall be amended from time to time by the City. There shall be no residency requirement for Employee.

7. City shall furnish Employee with a workplace, equipment, materials and supplies necessary for the efficient performance of Employee's duties, including, but not but not limited to telephone service, office furniture, stationery, photography, printing, transportation and other incidental equipment, material and services required for the performance Employee's duties.

8. Employee shall devote all of his on-duty hours to the job described above, subject to the employment policies of the City and to the laws of the State of Oregon.

9. Although the Parties contemplate maintaining this agreement until the City has a new City Administrator in place, the employment described in this agreement is at-will, and this agreement may be terminated at any time by either party upon 30 days' written notice to the other party. Written notice may be hand-delivered by City to Employee and by Employee to Employee's immediate supervisor. Written notice may also be mailed to the party's address as it is set forth in the City's records.

10. Should the City terminate this agreement for any non-disciplinary reason, City agrees to provide Employee one month's pay in severance.

11. This agreement may be amended by mutual written agreement of the parties.

12. The provisions of this agreement shall be severable. The invalidity or unenforceability of any particular provision of this agreement shall not affect its other provisions, and this agreement shall be construed in all respects as if such valid or unenforceable provision had been omitted.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above; if a party is a corporate entity, it has caused it to be executed by an officer, manager or other person duly authorized to do so by order of its officers, members and/or managers.

CITY OF HARRISBURG

By: _____

ATTEST:

APPROVED AS TO FORM:

City Attorney

John Hitt, Employee

John Hitt

From: John Hitt
Sent: Wednesday, January 8, 2020 10:57 AM
To: John Hitt
Subject: FW: John's Contract

From: Jim Brewer <jkbrewer@peak.org>
Sent: Thursday, January 2, 2020 11:26 AM
To: Michele Eldridge <meldridge@ci.harrisburg.or.us>
Cc: John Hitt <jhitt@ci.harrisburg.or.us>
Subject: RE: John's Contract

Hi Michele (and John):

My concern is making sure that we don't end up with PERS auditing the City and determining that John is an employee for PERS purposes, and not an independent contractor. I'd have the same concern with state and local taxes and workers compensation. Creating the LLC and consulting can work, but it would also mean that John would need to set his own schedule, provide his own supplies and tools, probably provide liability insurance, and he could not supervise City staff. I think all of these things are manageable, but the contract would look much different than an employment contract. The major question would be who he consults with— as that person would need to provide the actual supervision and make the actual decisions for the City. I would think that this contract would look more like the contract we have to provide legal services than his current employment contract.

I wonder, is this an option that we should provide to the City Council along with an employment contract? I'm happy to put something together.

Under the new PERS statute, the City would not pay the employee 6%, but the City would continue to pay the employer rate (which might be in the 20%+ range). That money does not go to the City's side account, it goes to the PERS system as a whole to reduce the system's overall unfunded liability.

Jim

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF PROCLAIMING JANUARY 26-FEB 1, 2020 AS SCHOOL CHOICE WEEK IN THE CITY OF HARRISBURG

STAFF REPORT:

Exhibit A: Mayor's Proclamation – School Choice Week

ACTION: If the Mayor chooses, he may proclaim January 26 – Feb 1, 2020 as School Choice Week in the City of Harrisburg.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

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

STAFF RECOMMENDATION:

N/A

BACKGROUND INFORMATION:

Andrew Campanella, President of School Choice Week, has sent out a proclamation request for several years now. The organization is asking for an updated proclamation for the 2020 calendar year. They have asked the Mayor of Harrisburg to proclaim January 26 – February 1, 2020 as School Choice Week in Harrisburg. The purpose of the proclamation is to shine a positive spotlight on the K-12 Education options available for children and families in our community.

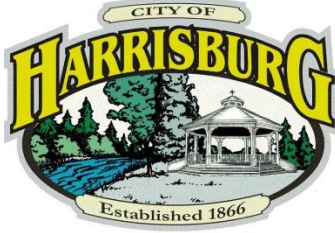
The National School Choice Week provides an unprecedented opportunity every January, to show the need for effective education options for all children. Independently planned by a diverse coalition of individuals, schools, and organizations, NSCW features thousands of events across the county. The event itself is entirely nonpolitical and nonpartisan. The City of Harrisburg has a great school system and is one of the best options available for children in Harrisburg, but it is also of value to our citizens to have a variety of high quality public and nonpublic school options from which to choose.

MOTION (If necessary):

If the Mayor chooses, he may proclaim January 26 – Feb 1, 2020 as School Choice Week in the City of Harrisburg.

REVIEW AND APPROVAL:

John Hitt	Date
City Administrator	



Mayors Proclamation

School Choice Week -Jan 26-Feb 1, 2020

WHEREAS all children in the City of Harrisburg should have access to the highest-quality education possible; and,

WHEREAS The City of Harrisburg recognizes the important role that an effective education plays in preparing all students in Harrisburg to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of the City of Harrisburg; and,

WHEREAS The City of Harrisburg is home to a multitude of high-quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and,

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS our area has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, Robert C. Duncan, do hereby recognize and proclaim January 26 – February 1, 2020 as City of Harrisburg School Choice Week, and I call this observance to the attention of all of our citizens.

Robert C. Duncan, Mayor

Attest: _____
City Recorder

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: Library Board Appointments

Exhibit B: Planning Commission Appointments

Exhibit C: Knife River 3rd Addendum to Purchase Agreement

Exhibit D: City Council Work Session Minutes for October 22,
2019

Exhibit E: Payment Approval Report for December 2019

Exhibit F: Planning Commission Minutes for October 15, 2019

Exhibit G: Personnel Committee Minutes for October 9, 2019

Exhibit H: Library Board Minutes for November 14, 2019

ACTION: Motion to approve the consent List

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

1. The Appointment of Anita McClure to the Library Board for the remainder of a term ending June 30, 2020.
2. The Appointment of Jeremy Moritz and Roger Bristol to new 4-year terms ending December 31, 2023
3. The City Council Minutes for the October 22, 2019 Work Session
4. The payment approval report for December 2019

THIS AGENDA BILL IS DESTINED FOR: Consent Agenda

STAFF RECOMMENDATION:

Staff recommends the City Council approve the consent list.

BACKGROUND INFORMATION:

Construction Permits:

December: Submitted: 6
Issued: 6

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

2019 YTD (Final) Valuation: \$ 5,591,871.56

Business Licenses Issued: 1

2020 Solicitation License for Blake Carter, working for Comcast Sales @2897 Chad Drive, Eugene, OR 97408

2020 Social Game License for Charles Pecorilla, d.b.a Charlies Poker Tour. Social Games License enables the holder of the license to operate at any of the taverns/bars.

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 minutes from November 14, 2019, are attached.

Next Scheduled Meeting: January 9, 2020

Personnel Committee: Chairperson; Kimberly Downey

The Personnel Committee met on October 9, 2019. Those minutes are attached.

The Personnel Committee also in Executive Session and regular session on November 20, 2019. The public minutes are not yet available.

Next Scheduled Meeting: January 20, 2020

Planning Commission: Chairperson; Todd Culver

The Planning Commission met on October 15, 2019. Those minutes are attached.

The Planning Commission also met on November 19, 2019. Those minutes are not yet available.

The Planning Commission didn't meet in December, and the January meeting is likely to be cancelled.

Next Scheduled Meeting: February 18, 2020

MOTION (If necessary):

I move to approve the consent list.

REVIEW AND APPROVAL:



12.03.19

Michele Eldridge

Date

Asst. City Administrator

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF FILLING A VACANCY ON THE LIBRARY BOARD
STAFF REPORT:

Exhibit A: Candidate Applications

ACTION: The approval of the consent list will approve the Mayoral appointment and the City Council confirming vote for the appointment of Anita McClure to the Library Board with a term ending June 30, 2020.

THIS AGENDA BILL IS DESTINED FOR: Consent Agenda

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

STAFF RECOMMENDATION:

Staff recommends the Mayor appoint and the City Council give its confirming vote of the appointment of Anita McClure to the Library Board with a term ending June 30, 2020.

LIBRARY BOARD RECOMMENDATION:

The Library Board met on January 9, 2020 and voted to recommend that the Mayor of Harrisburg appoint Anita McClure to the Library Board with a term ending June 30, 2020.

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 Heather Long resigned from the board in 2019. The City advertised the vacancy on the Library Board for more than a two-month period and received two applications.

The Library Board met on January 9, 2020, and recommended the Mayor appoint Anita McClure to the open position. The City Council has been provided with the candidate applications in **Exhibit A**. Council has been provided with a copy of the two applications that were received.

This term, as well as the one held by James Blake will terminate at the end of the City's fiscal year; therefore, the two openings will be advertised again starting in April. Both

members of the board, as well as the person who wasn't selected by the Library Board will be invited to reapply.

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

MOTION (If necessary):

The approval of the consent list will approve the Mayoral appointment and the City Council confirming vote for the appointment of Anita McClure to the Library Board with a term ending June 30, 2020.

REVIEW AND APPROVAL:

John Hitt
Interim City Administrator

Date



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

APPLICATION FOR CITY COMMITTEES

Planning Commission, Public Works Committee, Budget Committee, and
Parks and Recreation Committee.

Name: Samantha Hansen

Address: [REDACTED] Harrisburg OR 97446

Phone Number: [REDACTED]

Email: [REDACTED]

Are you a Harrisburg resident? Yes ☒ No ☐

Employment: Gas Station attendant

Which position are you interested in?*

Library Board

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

I would like to be involved with the Library,
due to growing up in town and helping with the library.
So I feel like I could contribute more by living in the community
and knowing the people around.

Please list any schooling, hobbies, prior experience or any other information that would indicate how you would contribute to these committees.

Past experience by volunteering with the Harrisburg School Library's
Volunteering in the library I love crocheting, writing, cooking,
and reading.

RECEIVED
JAN 03 2021

BY:

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

Name:

Address:

Phone Number:

Relation to you:

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

*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.



City of Harrisburg
120 Smith Street
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BOARD & COMMITTEE APPLICATION FORM
Planning Commission, Budget Committee, and Library Board

Name: Arita Mc Clure

Address: [REDACTED]

Phone Number:

Email:

Are you a Harrisburg resident? Yes ☒ No ☐

Employment: [REDACTED]

In which position are you interested?*

Library Board

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

There is an opening. My hus band + I love the Library + use it constantly.

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

I am an Artist and inventor + advocate for Rural Homeless. Love our Community and want to serve wherever I am needed. I was on the Harrisburg Planning Commission

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

Name:

Address:

Phone Number:

Relation to you:

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

*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.

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

**THE MATTER OF APPOINTING PLANNING COMMISSIONERS TO THE
HARRISBURG PLANNING COMMISSIONS**

STAFF REPORT:

Exhibit A: Candidate Applications

ACTION: The approval of the consent list will approve the appointments of Roger Bristol, and Jeremy Moritz to the Harrisburg Planning Commission for new 4-year terms, that start on January 1, 2020, and end on December 31, 2023.

THIS AGENDA BILL IS DESTINED FOR: Consent Agenda

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

STAFF RECOMMENDATION:

Staff recommends the City Council approve the appointment of Roger Bristol and Jeremy Moritz to the Harrisburg Planning Commission for new 4-year terms.

BACKGROUND INFORMATION:

The terms for Roger Bristol, and Jeremy Moritz both ended on December 31, 2019. They were invited to re-apply for the position, and both submitted new candidate applications.

Roger Bristol has held his position on the Planning Commission since 2012 and is currently serving as the Planning Commission Vice-Chair. He holds one of only two positions for members who can reside outside the City limits of Harrisburg. (Kurt Kayner holds the other position.)

Jeremy Moritz is newer to the Planning Commission, having been appointed in November 2018 to the position originally held by Charlotte Thomas.

Both members have done a great job for the City in serving on the Planning Commission.

The City Council has been provided with the candidate applications in **Exhibit A**.

MOTION (If necessary):

The motion to approve the consent list will approve the appointments of Jeremy Moritz and Roger Bristol to serve on the Harrisburg Planning Commission for new 4-year terms ending on Dec 31, 2023.

REVIEW AND APPROVAL:

John Hitt
Interim City Administrator



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

BOARD & COMMITTEE APPLICATION FORM
Planning Commission, Budget Committee, and Library Board

Name:

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:

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

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

Name:

Address:

Phone Number:

Relation to you:

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

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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:

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

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

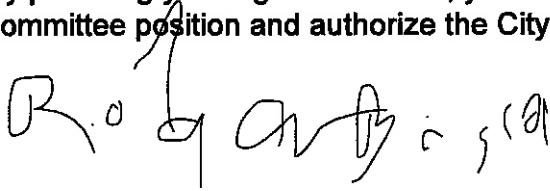
Name:

Address:

Phone Number:

Relation to you:

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



***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.**

**THIRD ADDENDUM TO
SALE AGREEMENT AND RECEIPT FOR EARNEST MONEY**

THIS THIRD ADDENDUM TO SALE AGREEMENT AND RECEIPT FOR EARNEST MONEY is entered into this 26th, day of December 2019 by and between KNIFE RIVER CORPORATION – NORTHWEST, an Oregon corporation, as successor by merger to Morse Bros., Inc. ("Seller") and the CITY OF HARRISBURG, an Oregon municipal corporation ("Buyer"), collectively referred to herein as the "Parties."

RECITALS

A. The Parties entered into a Sale Agreement and Receipt for Earnest Money on October 16, 2007 (the "Agreement") for the sale of certain real property described in the Agreement and depicted in Exhibit "1" thereto.

B. The Parties executed an Addendum (the "First Addendum") to the Agreement on October 1, 2014 for the purpose of extending the Closing Date to October 1, 2019. Seller has fulfilled its payment obligations under Sections II and III of the First Addendum.

C. The Parties executed an Addendum (the "Second Addendum") to the agreement on September 10, 2019 for the purpose of extending the closing date to December 31, 2019 in order to allow additional time for Seller to obtain approval and recording of a partition plat of the Property, as set out in Section 23 of the Agreement, and to obtain and provide a preliminary title report, as set out in Section 5 of the Agreement. Due to reasons beyond Seller's control and despite Seller's good-faith efforts to do so, Seller has been unable to obtain final approval of the partition plat and survey by Linn County in sufficient time to meet the December 31, 2019 closing date required by the Second Addendum.

D. At the time of this Third Addendum, Seller is in the process of securing necessary approvals from state and federal governmental agencies of a plan to meet the reclamation requirements of its aggregate mine operating permit, issued by the Oregon Department of Geology and Mineral Industries.

AGREEMENT

NOW THEREFORE, in consideration of the above premises and the mutual covenants and conditions set out herein, the Parties agree as follows:

1. The Closing Date set forth in Section I of the Second Addendum shall be extended from December 31, 2019 to February 28, 2020, at which time Buyer shall pay any remaining balance of the Purchase Price due to Seller.
2. Seller shall provide a copy of its approved reclamation plan for the property to Buyer prior to the Closing Date.
3. Indemnity and Insurance.
 - a. Seller shall defend, indemnify, and hold Buyer harmless for claims, damages, lawsuits, expenses, and costs, including but not limited to reasonable attorney fees, from bodily injury, death, or property damage caused by Seller's negligent acts or omissions arising out of Seller's use and occupation of the Property after the Closing Date.

**THIRD ADDENDUM TO
SALE AGREEMENT AND RECEIPT FOR EARNEST MONEY**

Nothing in the foregoing sentence shall be construed to alter or affect the Parties' respective duties of indemnity and defense as set out in those easements granted by and between the Parties at the time of the Agreement.

- b. After closing and for the duration of Seller's reclamation activities on the Property, Seller shall maintain policies of commercial general liability insurance coverage listing the City of Harrisburg as 'Additional Insured' as related to the subject property, such coverage being primary and non-contributory

4. Nothing in this Third Addendum shall be deemed to prohibit or limit further extensions of the Closing Date, as mutually agreed by the Parties.

5. All other terms and conditions as set forth in the Agreement are hereby ratified, affirmed, and remain in full force and effect.

KNIFE RIVER CORPORATION-NORTHWEST

CITY OF HARRISBURG

Attest By: Ethan Hasenstein
President Assistant Secretary

By: Michael Eldredge
City Recorder/Asst. City Administrator

By Attest: Loren C. Later
Secretary Vice President

Attest: Don K. [Signature]
Municipal Court Clerk

AATF: _____
City Attorney



Harrisburg City Council Work Session Minutes
October 22, 2019

The Harrisburg City Council met on this date at the Harrisburg Municipal Center, located at 354 Smith St., at the hour of 6:33PM. Presiding was Council President Mike Caughey. Also present were Councilors Kimberly Downey, Adam Keaton, Randy Klemm, Charlotte Thomas and Youth Advisor Quinton Sheridan. Staff present were Interim City Administrator John Hitt, and City Recorder/Asst. City Administrator Michele Eldridge. Absent were Mayor Robert Duncan, and Councilors Robert Boese and Charlotte Thomas.

CONCERNED CITIZEN(S) IN THE AUDIENCE. None

THE MATTER OF A DISCUSSION WITH THE LINN COUNTY SHERIFF'S OFFICE (LCSO) – SEPTEMBER REPORTS

LCSO Report: Sergeant Klein was present and presented an overview of the September 2019 report.

Klemm asked for more information in relation to the \$40,000 theft in town. Sergeant Klein said that it was a hacker who broke into a payroll account, created a false employee, and then wrote themselves a \$40,000 check. The IP was traced to Africa, but that doesn't mean that it didn't originate here. There might be an opportunity in the future that they could have their guy come down to talk about forensic computer science; it's really fascinating. There was a little girl on S. 9th St. who was bit by a dog; that will likely require a euthanasia order. The dog had been muzzled, but not correctly. There were a few domestic assaults; those can take a long time to investigate. Caughey expressed some concern about the number of pocket dials that they had. Do they know where those come from? Sergeant Klein said that dispatch can sometimes find them, but the number isn't always available. Sometimes, they have the ability to triangulate where a call came from. Downey suggested that he go to Citizens Academy. They show you how they do that. It's fascinating.

Caughey said that he noticed 26 entries with no information provided. We've talked about that in the past; he knows some of them are civil issues, but he's surprised that there are that many. Klein saw one on page 1. Caughey said that the report gives us a flavor of what's going on. When you see 26 of them out of 178 calls, it's not a huge number, but we don't know if they are about anything of consequence or not. Sergeant Klein said that he will ask Kevin to remind the deputies to finish those. He said that sometimes, those could have been a call that was handed over to another agency, such as the Oregon State Police. Sometimes, they forget to go in and finish those to show that. Caughey also asked about a 'water assist'. What was that? Sergeant Klein said it was likely the fire department needing an assist. He can go back through the notes and see if he can't find anything there.

Hitt thanked him for coming. He thought a lot of these in the report would be considered nothings. Council can make the decision that rather than getting a report on a screw being on the road next to a vehicle, that they make note of things that are more important and significant. He would like more time dedicated to a crime that could potentially be prosecuted, in one form or another. Sergeant Klein said that they can go back and adjust the report, to whatever the Council wanted. Caughey said that they would be amazed by how many people contact him about this. There are a lot of people concerned about people blowing stop signs, or speeding. If he see's a focus patrol, or that there were a lot of tickets written, then he can share that, and maintain a dialogue with someone who is complaining.

Hitt said that another issue is with response times. He's not talking about super serious issues, but ones like someone seeing a suspicious person outside a window, or things that could lead to something more serious. Do they track from a time when a call is made to when it is responded to? Sergeant Klein said yes, they can. Did City Council want to see that? Downey said that she would. Hitt thought in most places, it's traffic that concerns them. But at some, it's somebody contacting the police at 8:10, because they were scared by something, but the officer doesn't show up for 35 minutes. Klein said that he thought we could look it up on CAD. Keaton asked if the time he see's is from when the call was made, or when they took it in? Sergeant Klein said it would be getting in. That is the time of the call. You can see when the call was received by dispatch, when it was routed, when the call was finished, and the time they got there, and when it was cleared. Caughey said that is information we don't have. We just see when the call was recorded. Downey added that maybe seeing when the time they arrived would help. Keaton added or the response time. Sergeant Klein wasn't sure if Mike (their employee who is a wizard with the software and forms.) could change that. He's sure he could do something to help with that. Caughey would love to have him come down.

Hitt asked about administrative hours. What do those represent? Sergeant Klein told him it's an administrative assignment, such as when he writes this report for the City Council. If he comes down to talk with John, Lori or Michele, he does so as administrative time. But if he is helping out patrol when they are swamped, such as doing investigation on the laundry mat break in, then it's patrol hours. Caughey thanked him for coming down to talk with City Council.

- Caughey then introduced our new Youth Advisor, Quinton Sheridan. He thanked him for being on both the City Council and the Planning Commission. He felt it was really important for the City Council to have different views and input from people and encouraged Sheridan to ask questions.

THE MATTER OF DISCUSSING THE LCSO-HARRISBURG CONTRACT

Staff Report: Hitt said that he has had a meeting with Lieutenant Duncan, Sergeant Klein, and Sheriff Yon. It was for the most part a positive meeting. He has been looking at what additional information can they provide us with. He thinks with better information, we will have a better handle over the effectiveness. He would like to see what the hours they are spending in Harrisburg do for us in relation to crime. He spoke with the consortium about this as well; we are meeting on Thursday this week. We talked about some of things they do already, but getting more emphasis on them, such as following up on city code, and special events. We also talked about nuisance properties. Most cities have two to four residences that account for 80% of calls from a sheriff's department. We don't really have an ordinance that says what it needs to say yet. He talked to the City Attorney, Jim Brewer about that. He thinks that with the right code, we can proceed with the Sheriff's department to get more action for crimes occurring on specific properties.

Downey said that she had heard about that in another state but was told that Oregon law wouldn't allow it. Hitt told her that you can do it...it has to be phrased the right way. Jim will work on that for us. Downey asked if he had talked with the Sheriff's department about that. Hitt told her that he had, and she was very happy about that. He personally would like to see the average

response time for more serious issues. He's not sure how that could be done, since it wouldn't be warranted for some things. Maybe what we have now is totally fine and good, but perhaps we should state that we want an average of 35 minutes for a call? It's one of the things he'd like to look at, those minimum response times. The issue with the court isn't entirely cleared up. He feels that if the Sheriff has an issue with something being done in court, then it should be brought to himself or the City Council for resolution, rather than to the Judge. We will be looking into that, and he will have a better idea of what specific amendments we can adopt.

Klemm asked about response time. With Harrisburg being in south county, he knows that a lot of people, such as a witness when he was serving on Grand Jury in Albany, expressed surprise that Harrisburg is in Linn County. Their resources are really spread out, and he'd like to frame out with them what a reasonable response time should be. When we had the murder/suicide here about 7 or 8 years ago, we had a response from OSP first, and then Junction City. In a situation like that, we just need response, and it doesn't matter who gets here first. He wants to find a way for the citizens to be able to rely on a certain time frame for when someone can get here. Downey said that was a concern, even with the OSP a long time ago. She got the records off the scanner on that. What really concerned her is that the Fire Department was there first, but couldn't go in, because it was a dangerous situation. They sat there for 30 minutes before there was any response. Klemm agreed it was at least 30 minutes. Downey said that nobody knew what the situation was. Caughey said that the information he had (not in relation to that situation), was that if dispatch is called, and the nearest deputy is more than 25 minutes from us, then they will call the nearest alternative. That might be Junction City. Downey said that the deputies were in Sweet Home during that situation.

Keaton thought that was why we have contact hours they have to spend here; so that they are close during certain times each month. We have to account for the size of Linn County. Downey said that she had a person in her church recently who had a problem with their heart. There was an EMT at the fire station, and they responded so incredibly quickly, it seemed like only seconds. Caughey said that they are very, very fast. They have someone there almost all the time now. Klemm said that they have a point. If we get a report from Linn County that shows response time, then we need to know the entire picture. Why is it 45 minutes sometimes, compared to others? Keaton said that it might require coordination with another agency, like OSP or Junction City. Hitt agreed with them; he wants to know what our expected response time is outside of the hours they are contracted for. We are further out than other cities, and he would like to see that.

Caughey said it has been discussed in the past. The Sheriff's response to it was that they will respond as quickly as they can to any place in Linn County. Klemm said that he appreciates the time that Hitt is putting in to tweak the contract. Keaton would like the content or a template for the report to perhaps be written into the contract. Caughey noted we haven't had that in the past, and Keaton agreed with him. Downey said that it's nice that Hitt has experience with a police department, and Hitt agreed with her.

THE MATTER OF: PROPOSED RATE INCREASE – SOLID WASTE FRANCHISE AGREEMENT: CITY OF HARRISBURG/ALLIED WASTE (REPUBLIC SERVICES)

Staff Report: Hitt told the Council that he had contacted Julie Jackson and has asked her to follow up on the information for how the rate increase is derived. She said that the rate increase is governed by a formula, which the City Council can see on page 57. It's based on the CPI for west coast cities, the cost of diesel, and prices for disposal at Coffin Butte. Before that, they used something called a refuse rate index. As noted in his report, the City Council could technically establish a different rate schedule, from what is suggested by the franchise, but that it has to be fair and reasonable. If we want to amend any part of the contract, we can only do so within every odd

year, so we can ask for changes this year, if we wanted any changes to the agreement. Finally, Julie Jackson had also noted that they had increased their franchise rate payment to us from 6% to 7%, without affecting their customers.

Downey asked what does that mean? How can you not affect rates without affecting customers? Hitt said that it means that they absorb it instead. On a competitive basis, looking at other communities, our residents are actually paying less than the average. His personal view is that its reasonable to proceed. As far as an annual adjustment, it's not unusual for a franchise agreement to have this type of a formula. He is recommending that staff return with a resolution to approve the 2.4% increase they are recommending at the next meeting, but he will also mention that the franchise fee itself will be increasing to 7%.

Caughey said that one of the things they had done is to look at a local company or try to find an alternative for commercial services. Some of our companies are paying an enormous amount. The five-year thing that they have stated is apparently what everyone states, because there are huge amounts going into the equipment, and the costs of the service, so they need to know five years ahead of any changes. It seems unfair to us, unless we understand where it's coming from. One thing we talked about before, was to not be locked into an exclusive contract, so that commercial businesses could choose to haul trash out if that's what they wanted to do. Downey said that we lost that last time, but Caughey said sort of. He thought that perhaps we could push on it. Hitt said it was possible, but it's also certain we would have a substantial push back. They make the most money off of their commercial accounts. He understands that apartments are that way as well.

Keaton said that Oregon has a franchise system; some of the other states don't do it this way. He's on the solid waste advisory board for Linn County. The rationale is that there is a local monopoly on services. Hitt agreed with him. Keaton said yes, but it's also an economy of scale. It's cheaper when its done that way. Wanting to be outside of a franchise would make us unique. Caughey said that Junction City has their own services. Eldridge had talked with them, and they said that they were willing to work with Harrisburg. Hitt said that he has been looking at size. Rates are all over the place, in terms of commercial and industrial rates. Keaton felt that the page they had sent to us was so hard to read, and that is distorts information. Caughey said it's just like the last time; it's relatively useless to us. Hitt thought he could provide one that would be of use internally. Keaton said that he doesn't think the 2% is too much. We have an option to go with Junction City in the future and could make that decision if we wanted to. Caughey thought perhaps we should do that and give them notice. However, Keaton said that Junction City would also need those five years to prepare and add equipment. Keaton thought that the situation that Mayor Duncan talked about previously is a nightmare situation. Klemm said that on the other side, he was renovating his home recently, and the contractor was there when they dropped off a container. He saw that they gouged the driveway. He mentioned it to the drivers, and they must have passed it on upwards to whoever makes decisions; their charge was cut in half because of that. He gave them kudos for doing that.

- Downey **motioned to recommend that staff develop a resolution to present at the November 12, 2019 City Council meeting approving a 2.4% rate increase as requested by Republic Services. She was seconded** by Keaton.
- Caughey noted that we also need to change the franchise fee.
- Downey then **motioned to increase the franchise fee to 7% without impacting customers rates. Keaton seconded that as well. The City Council voted unanimously to approve both motions, and thereby asking staff to return with a resolution that would allow the 2.4% increase in garbage rates, while also generating an increase of franchise fee from 6% to 7% without impacting customers' rates.**

THE MATTER OF APPROVING PAYMENT OF LONGEVITY PAY TO SOON TO BE RETIRED EMPLOYEE PATSY VANLEEUEWEN.

Staff Report: Eldridge talked to the City Council about how much we have appreciated Patsy VanLeeuwen as an employee for the 29 years and 7 months she has given to us. She technically wouldn't be eligible for longevity pay at all, since her retirement is before her full 30 years is served. However, staff is asking the City Council to reward her for all the years of service she has given us, by allowing the full payment of \$1,500 that she would have received just five months shy of the full thirty years.

- Downey **motioned to Authorize the Finance Office to Pay \$1,500 to Patsy VanLeeuwen for her Long-Term service to the City of Harrisburg. The motion was seconded** by Klemm. **The Council then voted unanimously to approve the authorization to pay the full longevity payout of \$1,500 to Patsy VanLeeuwen on her last day of work.**
- Klemm said that would have been a lot of city water shut offs.
- Eldridge said she worked it out to 355 times. City Staff have hired Jamie Knox, who is well known locally, and is a terrific hire for the City.

OTHER

- Downey said that the Personnel Committee met last night, and decided that they didn't have enough applicants, and to extend the recruitment. She felt that the problem was with all the other cities recruiting right now.
- Eldridge agreed, and said that there were quite a few out there now. She had handed out a revised recruitment schedule, as well as the current job posting (Please see Addendum No. 1). She indicated that we would need to take the recruitment to the following month, with December 5th being the possible date for interviews by the City Council. We would also need to revise our recruitment budget slightly, since it will cost additional funds for us to use OCWCOG's services for an additional job posting.
- Hitt said that Veneta and Coquille were both looking for Administrators, and there was another that came up today. Newberg has a population of 24,000, and their salary range is \$150,000 to \$175,000. Toledo has almost the same population as Harrisburg, and they are closing on October 27, with a salary range of \$90,000 to \$145,000. Maupin, to give you another example, has only 426 people, and they are offering \$50,000 to \$80,000.
- Klemm asked out of curiosity, what was Coquille offering?
- Hitt told him he thought it was \$90,000 or \$95,000 to \$125,000. Toledo was similar.
- Downey said it was \$90,000 to \$125,000.

Keaton asked how many people were in the applicant pool? Eldridge told him 10. Hitt said that he removed two people from the pool, so the Personnel Committee only looked at 8. Caughey said that most of those were not so good. Klemm asked if they didn't have the experience we needed, or if they thought that the personality wouldn't work? Downey said that one had only been a temporary or interim administrator, and another hadn't been one for ten years. One was simply an attorney, and that was it. Keaton asked if we had candidates from out of state? Caughey told him we had a few from New Hampshire, Illinois and California. Keaton said then we had good reach, just not the right people. Downey said that we want to see more people and have a bigger pool. Keaton asked if maybe it was this time of year? We are heading into the holidays, so maybe we should simply put the recruitment on hold? Downey

asked if he was thinking of delaying to January? Keaton thought it made sense. Caughey wanted to get feedback from Hitt on that. Hitt said perhaps we can wait until after the first of the year; we could also try different recruiters, such as Greg Prothman. It really doesn't make that much difference, whether you go in January or July, or even December 25th. Keaton thought that was good to know.

Caughey thought that salary was one factor to consider. After talking with others, he felt we were on the low end as far as salary. Eldridge was recommending that we move it up slightly. Downey said she wanted to move forward and wants a very energetic City Administrator. She doesn't want someone who will just settle. She thought the applicants were on the low end, all except one. She thought that we wouldn't expect a lot from them. She doesn't want someone to just kick back! She wants someone who is starting new things. We are on a high, and we want to keep it going. Keaton said we've been pinching our pennies for road maintenance. He hates to see that swallowed up by a new City Administrator. He would suggest bumping up the smaller number and taking the larger number into the teens; and maybe make it a \$20,000 or \$25,000 difference. Caughey thought we might be getting more taxes in the future, which would make a difference. Keaton agreed, but said that he expects all our expenses are going up too.

Klemm asked if we had entertained the thought of interviewing assistant administrators from larger cities? Caughey said that we don't care what their title is, as long as they have the qualifications. We are looking for someone to work this position, covering these areas of expertise, knowledge and consistency. Downey said that we can't talk about age at all, but we are looking for more experience. She did check with Hitt about this, and he said that if any of you want to look at the applications, you could do so as executive privilege. You can see what we are talking about. She said we came to the meeting, all with the same conclusion. Caughey agreed, and said that based on the information we had, we all had decided we needed a bigger pool of candidates.

Keaton asked if Brian was a risk when we hired him? Downey said that we all liked him, hands down. She doesn't think of it as a risk. He probably was though. We were looking for a planner, that's what Bruce told us to do. Caughey said we are looking for background and experience for this. Brian wasn't a manager, and never had been. He thinks we lucked out. Brian, in his opinion, did have some issues with management. But those were identified, and he took corrective actions. He improved considerably and was very proactive. We don't want someone who will sit in the office twiddling their thumbs. He wants someone who is qualified for the job. Downey said that we need a larger pool of candidates. Should we offer more money then? Keaton asked if we could look at other trade off's? Downey said you mean like a house. Keaton wasn't sure if that was good enough to get a better candidate. He was just hoping that maybe we could try something else.

Downey said that personally, she thinks that we should go to \$100,000. Eldridge thought it should be more than that. Klemm said that we were \$25,000 less on average than Toledo and Coquille. He isn't sure about Coquille, but he knows Toledo has a higher cost of living. Caughey said that as a former realtor, he keeps his eye on things. You could buy half the houses in town for below \$150,000. There are no livable homes under \$150,000 unless they have wheels. Keaton said that you are right to be cautious with our finances. But then again, we need a good person, so he would like to go to \$105,000. That would give us a \$25,000 difference. It's a lot more expensive; but he thinks you are right, to get somebody good at the helm. But he also doesn't want to be set back on street funds. We want someone who is

dynamic and will be moving forward. Eldridge noted that we already have \$5,000,000 in construction values in 2019 alone.

Caughey asked what Hitt thought about it? Hitt said that he thought \$105,000 was on target. Downey wasn't sure about the competition. Klemm said that he thinks we need to get that six figures in there, to get somebody with the tools necessary to go where we want to go. He's ok with \$105,000. Keaton said that he would be ok with \$110,000. He liked that figure better. We may or may not spend that \$110,000. Caughey hopes that we wouldn't be paying that to start! That lets them know it's the range we are willing to consider. Downey said that we had a bonus we paid to Latta, and she liked that. They get the benefit of bringing value to the town. Michele spoke earlier, and Hitt agreed, that we need somebody who will come into the town; someone who will sell it, somebody who is trying to bring in a great big industry, and can analyze what's being brought in. She wants a bonus to be an incentive to someone. Caughey liked that if they perform, they get rewarded. Downey said that we want that.

Klemm said ok, so we go to \$80,000 to \$110,000, and hope that we can get the kind of person we've talked about here. How do we do that, with our due diligence? Is that through the interview process, where we find out what their experience is? How do we get our vision started on day two? If we want that, we need better candidates. Downey said that's what OCWCOG is supposed be doing. Klemm said that our vision is going from point a to b. Eldridge commented that on the marketing piece of things, that is what our brochure does. It talks about the strategic plan, and what we are looking for. Keaton thought it wasn't a huge range now; if we bumped up the top end, perhaps we should bump up the low end to \$90,000. Hitt said that would be \$90,000 to \$110,000. Klemm liked that.

- Klemm **motioned that we adjust the annual salary range for the City Administrator to go from \$80,000 to \$90,000, and for the top range, to \$110,000. Keaton seconded the motion, and the City Council unanimously voted to adjust the salary range to \$90,000 to \$110,000.**
- Eldridge noted that the supplemental questions weren't getting what we wanted, so she would ask applicants to emphasize their recent municipal experience, so they would understand that is extremely important to us.
- Downey said that we can send out by email the new meeting dates.
- Eldridge reminded them that they had a revised schedule that they could vote on tonight if they liked. We also need to authorize additional funds for the recruitment budget. It would cost an additional \$1,500 for Ryan's services, plus an additional \$500 for the job listing.
- Sheridan asked if Council wanted to ask what project the applicant thought would be their priority?
- Downey thought that was a good idea.
- Caughey reminded everyone that we ask everyone the same thing, although we can ask questions, or ask for clarification. We are not just looking at what they say, but how they respond, what their knowledge base is, how they phrase things, and if they understand what they are about. Some questions aren't about how they respond, it's what information they give us. When you meet someone for the first time, it's hard to make an accurate assessment on their capabilities.
- Downey **motioned to approve the revised job recruitment schedule and was seconded by Klemm. The City Council then voted unanimously to approve the revised job recruitment schedule.**
- Keaton then **motioned to authorize staff to appropriate additional funds to extend the recruitment by approximately \$1,500. He was seconded by Klemm.**

The City Council then voted unanimously to authorize additional funds needed for the recruitment process.

With no further business to discuss, the City Council work session was adjourned at 8:33pm.

Mayor

City Recorder

UNAPPROVED



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

TO: CITY COUNCIL – OCTOBER 22, 2019

SUBJECT: CITY ADMINISTRATOR RECRUITMENT TIMELINE

DATE:	ACTION:
AUGUST 8, 2019	REVIEW CURRENT CONTRACT TERMS, RATE OF PAY, AND NEW JOB DESCRIPTION AS RECENTLY APPROVED BY COUNCIL. ALSO DETERMINE BUDGET FOR RECRUITMENT PROCESS, INCLUDING RELOCATION.
AUGUST 8, 2019	PROCURE CA RECRUITMENT SERVICES.
AUGUST 13, 2019	CONVEY SCHEDULE AND PROCESS TO CITY COUNCIL, COUNCIL TO AUTHORIZE STAFF TO SIGN CONTRACT WITH OCWCOG.
AUGUST 20, 2019	HR STAFF TO DEVELOP RECRUITMENT BROCHURE/MAILER & SUPPLEMENTAL QUESTIONS.
AUGUST 27, 2019	CITY COUNCIL TO APPROVE RECRUITMENT BROCHURE/MAILER, CONTRACT WITH OCWCOG ON RECRUITMENT FOR NEW CA AT COUNCIL WORK SESSION.
SEPTEMBER 17, 2019	POST POSITION OPENING TO CITY WEBSITE, LOC (\$20), & ICMA (\$450); OCWCOG TO MAINTAIN AND MONITOR ONLINE RECRUITMENT PROCESS
SEPTEMBER 24, 2019	COUNCIL TO APPROVE INTERVIEW QUESTIONS, WHICH IS CONVEYED TO OCWCOG. TRAINING DATE FOR OCWCOG WITH CITY COUNCIL.
OCTOBER 14, 2019	<ol style="list-style-type: none"> 1. DEADLINE FOR 1ST REVIEW OF CA CANDIDATES; 2. OCWCOG TO SCREEN APPLICANTS BASED UPON APPLICATION MATERIALS, AND TO SELECT APPLICANT POOL. PROVIDES LIST OF CANDIDATES TO THE CITY. (BY OCT 15) 3. COMMUNICATION WITH CANDIDATES NOT PROGRESSING FORWARD IN PROCESS.
MON, OCTOBER 21, 2019	PERSONNEL COMMITTEE MEETS TO REVIEW FINAL APPLICANT POOL, AND TO DETERMINE NUMBER OF CANDIDATES TO INTERVIEW.
TUES, OCTOBER 22, 2019	DETERMINE IF THE CITY COUNCIL WOULD LIKE TO ADD SUPPLEMENTAL QUESTIONS TO THE RECRUITMENT PROCESS
WED, OCTOBER 23, 2019	REVISE THE JOB OPENING NOTICE, INSTRUCT OCWCOG TO GENERATE A LETTER TO APPLICANTS INFORMING THEM OF THE CHANGE IN RECRUITMENT, AND ADDITIONAL TIME. IF SUPPLEMENTAL QUESTIONS ARE DESIRED, SEND TO COUNCIL MEMBERS FOR REVIEW AND APPROVAL. REVISE THE BROCHURE TO MATCH THE JOB OPENING REVISION & INCLUDE SUPPLEMENTAL QUESTIONS, IF DESIRED.
FRI-, OCTOBER 25, 2019	POST THE REVISED JOB NOTICE AND RECRUITMENT MATERIALS ON OCWCOG WEBSITE, LOC, ICMA AND CITY WEBSITE.
FRI, NOVEMBER 15, 2019	<ol style="list-style-type: none"> 1. NEW DEADLINE FOR REVISED RECRUITMENT PROCESS.

	<p>2. OCWCOG TO SCREEN APPLICANTS BASED UPON APPLICATION MATERIALS AND TO SELECT APPLICANT POOL. PROVIDES LIST OF CANDIDATES TO THE CITY (BY NOV 19, 2010)</p> <p>3. OCWCOG COMMUNICATES WITH CANDIDATES NOT PROGRESSING FORWARD IN PROCESS.</p>
WED, NOV 20 OR THU, NOV 21	PERSONNEL COMMITTEE MEETS TO REVIEW FINAL APPLICANT POOL, AND TO DETERMINE NUMBER OF CANDIDATES TO INTERVIEW.
FRI, NOVEMBER 22, 2019	SHARE RESULTS WITH OCWCOG; THEY START PROCESS OF CONTACTING CA CANDIDATES FOR INTERVIEW
THU, DECEMBER 5, 2019	CITY COUNCIL/DEPARTMENT HEAD INTERVIEWS DURING EXECUTIVE SESSION; DETERMINES TOP CANDIDATE(S)
FRI, DECEMBER 6, 2019	OCWCOG TO START BACKGROUND AND REFERENCE CHECKS ON TOP CANDIDATE(S)
THU, DECEMBER 12, 2019	OCWCOG TO PROVIDE RESULTS OF BACKGROUND AND REFERENCE CHECKS
MON, DEC 16, 2019	JOB OFFER MADE, AND NEGOTIATIONS TO START.
WED, DEC 18, 2019	SPECIAL CITY COUNCIL MEETING TO ACCEPT/DISCUSS CONTRACT NEGOTIATIONS; FURTHER COUNCIL MEETINGS MIGHT BE NEEDED.
FEB 18, 2020	POSSIBLE START DATE FOR NEW CITY ADMINISTRATOR DEPENDING ON CONTRACT REQUIREMENTS AT PREVIOUS CITY, IF APPLICABLE

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
3843						
3843	Advanced Land Management LLC	1236	Poplar Tree Project	11/30/2019	10,000.00	56-60-2300
Total 3843:					10,000.00	
3901						
3901	Amanda Pelkey	11122019	Reimbursement	11/30/2019	19.47	24-60-2800
Total 3901:					19.47	
1206						
1206	Analytical Lab & Consultants	121466	Water Testing	11/30/2019	183.00	51-65-4200
1206	Analytical Lab & Consultants	121611	Water Testing	11/30/2019	90.00	52-65-4200
1206	Analytical Lab & Consultants	121612	Water Testing	11/30/2019	643.00	52-65-4200
1206	Analytical Lab & Consultants	121719	Water Testing	11/30/2019	147.00	52-65-4200
1206	Analytical Lab & Consultants	122013	Water Testing	11/30/2019	252.00	52-65-4200
Total 1206:					1,315.00	
3598						
3598	Backflow Management Inc.	10046	Misc P/W Exp	11/30/2019	135.00	51-76-2000
Total 3598:					135.00	
1474						
1474	Barncraft Building Supply	52365	Public Works Supplies	11/30/2019	31.41	51-65-2400
Total 1474:					31.41	
1212						
1212	Bob Dickman Tire Center	74000457904	PW Vehicle supplies	11/30/2019	157.74	11-45-2100
1212	Bob Dickman Tire Center	74000466247	Repair Service	12/26/2019	34.65	11-45-2100
1212	Bob Dickman Tire Center	74000466247	Repair Service	12/26/2019	40.43	51-73-2100
1212	Bob Dickman Tire Center	74000466247	Repair Service	12/26/2019	40.42	52-73-2100
1212	Bob Dickman Tire Center	74000467715	Repair Service	12/26/2019	42.30	11-45-2100
1212	Bob Dickman Tire Center	74000467715	Repair Service	12/26/2019	49.35	51-73-2100
1212	Bob Dickman Tire Center	74000467715	Repair Service	12/26/2019	49.34	52-73-2100
Total 1212:					414.23	
3693						
3693	Branch Engineering Inc	00013198	Engineering Services	11/30/2019	700.00	51-78-8015
3693	Branch Engineering Inc	00013199	Engineering Services	11/30/2019	1,918.75	23-75-7100
3693	Branch Engineering Inc	00013200	Engineering Services	11/30/2019	6,065.00	25-70-8000
3693	Branch Engineering Inc	00013200	Engineering Services	11/30/2019	6,065.00	11-60-7975
3693	Branch Engineering Inc	00013201	Engineering Services	11/30/2019	1,594.50	10-41-4000
3693	Branch Engineering Inc	00013202	Engineering Services	11/30/2019	142.50	10-41-4000
3693	Branch Engineering Inc	00013203	Engineering Services	11/30/2019	1,187.50	10-41-4000
3693	Branch Engineering Inc	00013204	Engineering Services	11/30/2019	166.25	10-41-4000
3693	Branch Engineering Inc	00013205	Engineering Services	11/30/2019	95.00	10-41-4000
3693	Branch Engineering Inc	00013206	Engineering Services	11/30/2019	546.25	10-41-4000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3693	Branch Engineering Inc	00013263	Engineering Services	11/30/2019	12,588.75	51-78-8015
3693	Branch Engineering Inc	00013379	Engineering Services	12/26/2019	383.57	51-78-8015
3693	Branch Engineering Inc	00013387	Engineering Services	12/26/2019	110.00	10-41-4000
3693	Branch Engineering Inc	00013388	Engineering Services	12/26/2019	1,241.50	10-41-4000
3693	Branch Engineering Inc	00013389	Engineering Services	12/26/2019	47.50	10-41-4000
3693	Branch Engineering Inc	00013390	Engineering Services	12/26/2019	2,215.58	51-78-8015
3693	Branch Engineering Inc	00013392	Engineering Services	12/26/2019	14,211.25	51-78-8015
3693	Branch Engineering Inc	00013393	Engineering Services	12/26/2019	5,145.00	51-78-8015
Total 3693:					54,423.90	
2405						
2405	Branom Instrument Company LLC	INV/2019/4935	Misc W/S Exp	11/30/2019	330.00	52-65-4600
Total 2405:					330.00	
2549						
2549	Cascade Columbia Distribution	749343	Misc. P/W Expense	11/30/2019	400.00-	52-65-4000
2549	Cascade Columbia Distribution	764814	Misc. P/W Expense	11/30/2019	1,490.40	52-65-4000
2549	Cascade Columbia Distribution	765083	Misc. P/W Expense	11/30/2019	1,290.40	52-65-4000
2549	Cascade Columbia Distribution	766438	Misc. P/W Expense	12/26/2019	1,290.40	52-65-4000
Total 2549:					3,671.20	
3407						
3407	Cascade Health Solutions	3752-124	Exam	11/30/2019	119.00	11-44-5000
Total 3407:					119.00	
1055						
1055	Caselle, Inc.	99259	Software Support Agreement	12/12/2019	280.00	40-65-8010
Total 1055:					280.00	
3773						
3773	CenturyLink	NOV 2019	Phone Bill	11/30/2019	44.44	52-65-3500
3773	CenturyLink	NOV 2019	Phone Bill	11/30/2019	46.09	52-65-3500
3773	CenturyLink	NOV 2019	Phone Bill	11/30/2019	45.43	51-65-3500
3773	CenturyLink	NOV 2019	Phone Bill	11/30/2019	41.86	51-65-3500
3773	CenturyLink	NOV 2019	Phone Bill	11/30/2019	46.09	52-65-3500
3773	CenturyLink	NOV 2019	Phone Bill	11/30/2019	43.78	52-65-3500
3773	CenturyLink	NOV 2019	Phone Bill	11/30/2019	46.09	52-65-3500
3773	CenturyLink	NOV 2019	Phone Bill	11/30/2019	41.86	10-69-3500
3773	CenturyLink	NOV 2019	Phone Bill	11/30/2019	44.44	52-65-3500
Total 3773:					400.08	
1016						
1016	Cheryl Spangler	1122191	Mileage	11/30/2019	35.96	24-50-2200
1016	Cheryl Spangler	1122191	Mileage	11/30/2019	34.80	24-50-2200
1016	Cheryl Spangler	1122192	Reimbursement	11/30/2019	6.37	24-60-2800
1016	Cheryl Spangler	1122192	Reimbursement	11/30/2019	3.00	24-60-2800
1016	Cheryl Spangler	1122192	Reimbursement	11/30/2019	6.99	24-60-2800
1016	Cheryl Spangler	1122192	Reimbursement	11/30/2019	9.38	24-60-2800
1016	Cheryl Spangler	1122192	Reimbursement	11/30/2019	5.35	24-60-2800
1016	Cheryl Spangler	1122192	Reimbursement	11/30/2019	540.98	24-60-2000
1016	Cheryl Spangler	DEC 2019	Reimbursement	12/26/2019	15.72	24-60-3050

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1016	Cheryl Spangler	DEC 2019	Reimbursement	12/26/2019	3.99	24-60-3050
1016	Cheryl Spangler	DEC 2019	Reimbursement	12/26/2019	4.00	24-60-3050
1016	Cheryl Spangler	DEC 2019	Books	12/26/2019	17.00	24-60-2000
1016	Cheryl Spangler	DEC 2019	Mileage	12/26/2019	19.72	24-60-2000
Total 1016:					703.26	
2720						
2720	Comcast	NOV 2019	Internet Service	11/30/2019	155.13	10-60-2000
2720	Comcast	NOV 2019 LIB	Internet Service	11/30/2019	146.85	24-60-2525
2720	Comcast	NOV 2019 P/W	Internet Service	11/30/2019	73.42	51-65-3550
2720	Comcast	NOV 2019 P/W	Internet Service	11/30/2019	73.43	52-65-3550
Total 2720:					448.83	
2952						
2952	Dell Marketing L.P.	XK4WT42F9	Computer Equipment	10/31/2019	73.99	10-60-2300
2952	Dell Marketing L.P.	XK51418T5	Computer Purchase	11/30/2019	907.53	40-65-8045
Total 2952:					981.52	
1000						
1000	DEQ	11302019	Operator Certification	11/30/2019	160.00	51-76-2000
1000	DEQ	11302019	Operator Certification	11/30/2019	160.00	52-76-2000
1000	DEQ	NOV 2019 P.P.	Operator Certification	11/30/2019	720.00	52-76-2000
Total 1000:					1,040.00	
2283						
2283	Detering's Orchards	1126191	City Event	11/30/2019	60.00	10-53-2200
Total 2283:					60.00	
2282						
2282	EARTH20	267783	Bottled Water	11/30/2019	10.20	10-53-2200
2282	EARTH20	267783	Bottled Water	11/30/2019	2.49	10-53-2200
2282	EARTH20	267783	Bottled Water	11/30/2019	4.00	10-53-2200
2282	EARTH20	370155	Bottled Water	11/30/2019	30.60	10-53-2200
2282	EARTH20	370155	Bottled Water	11/30/2019	2.49	10-53-2200
2282	EARTH20	451288	Bottled Water	11/30/2019	4.00	10-53-2200
Total 2282:					53.78	
2120						
2120	Enviro-Clean Equipment, Inc.	S19-112103	Misc P/W Exp	11/30/2019	651.22	11-45-3000
Total 2120:					651.22	
3902						
3902	Equipment Mobile Services Inc	INV-86250	Misc P/W Exp	11/30/2019	265.62	11-45-2100
3902	Equipment Mobile Services Inc	INV-86250	Misc P/W Exp	11/30/2019	359.90	51-73-2100
3902	Equipment Mobile Services Inc	INV-86250	Misc P/W Exp	11/30/2019	359.90	52-73-2100
Total 3902:					985.42	
3904						
3904	Eugene Water & Electric Board	31228	Misc P/W Exp	11/30/2019	1,063.20	52-65-4600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3904:					1,063.20	
1946						
1946	Ferguson Waterworks	0810658-1_B	P/W Misc. Expense	11/30/2019	241.74	51-78-7400
1946	Ferguson Waterworks	0810658-1_B	P/W Misc. Expense	11/30/2019	241.74	52-78-7400
1946	Ferguson Waterworks	0814272	P/W Misc. Expense	11/30/2019	299.99	41-78-8170
1946	Ferguson Waterworks	0817743-1	P/W Misc. Expense	11/30/2019	14.73	51-65-4600
1946	Ferguson Waterworks	0828894	P/W Misc. Expense	11/30/2019	536.16	56-60-2300
1946	Ferguson Waterworks	0828963	P/W Misc. Expense	11/30/2019	461.04	56-60-2300
Total 1946:					1,795.40	
3743						
3743	Fern Ridge Review	21418	Public Notice	11/30/2019	64.00	10-50-2100
3743	Fern Ridge Review	21419	Public Notice	11/30/2019	64.00	10-50-2100
Total 3743:					128.00	
3697						
3697	Fewel, Brewer & Coulombe	101592	Attorney Fees	11/30/2019	187.50	10-42-2500
3697	Fewel, Brewer & Coulombe	101605	Attorney Fees	11/30/2019	443.75	10-42-2500
Total 3697:					631.25	
3905						
3905	Gatehouse Media Holdings Inc	I00165317-110	Legal Ad	11/30/2019	140.00	10-50-2100
Total 3905:					140.00	
1218						
1218	Grainger	9342623783	Misc. P/W Supplies	11/30/2019	1,976.20	52-65-4150
1218	Grainger	9353668685	Misc. P/W Supplies	11/30/2019	45.16	10-72-6700
1218	Grainger	9356137068	Misc. P/W Supplies	11/30/2019	111.46	11-43-3000
1218	Grainger	9364489626	Misc. P/W Supplies	11/30/2019	63.00	10-72-4000
1218	Grainger	9368845112	Misc. P/W Supplies	11/30/2019	302.94	52-65-4600
1218	Grainger	9372789694	Misc. P/W Supplies	12/26/2019	79.50	10-72-4000
1218	Grainger	9372789702	Misc. P/W Supplies	12/26/2019	159.28	10-72-6700
Total 1218:					2,737.54	
1947						
1947	H & J Construction, Inc.	19-112519	P/W Misc Expense	11/30/2019	28,322.72	56-60-2300
Total 1947:					28,322.72	
1219						
1219	Hach Company	11729764	P/W Misc Expense	11/30/2019	210.74	51-65-4200
1219	Hach Company	11729764	P/W Misc Expense	11/30/2019	135.32	52-65-4200
Total 1219:					346.06	
2271						
2271	Home Comfort Heating & A/C	22964	Maintenance Contract	11/30/2019	650.00	10-72-4000
Total 2271:					650.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1220						
1220	Hurd's Custom Machinery, Inc.	23551	Public Works Supplies	11/30/2019	74.26	10-72-4000
1220	Hurd's Custom Machinery, Inc.	23763	Public Works Supplies	11/30/2019	91.72	10-72-4000
Total 1220:					165.98	
1101						
1101	Ingram Library Services	422914820	Library books	11/30/2019	104.73	24-60-2000
1101	Ingram Library Services	42681316	Library books	11/30/2019	56.20	24-60-2000
1101	Ingram Library Services	42881008	Library books	11/30/2019	561.82	24-60-2000
Total 1101:					722.75	
3906						
3906	Jekyll & Hyde Graphics	029	Misc P/W Exp	12/26/2019	779.00	10-53-2200
Total 3906:					779.00	
1221						
1221	Jerry's Home Improvement	4465	Misc Public Works Supplies	11/30/2019	125.98	10-72-4000
Total 1221:					125.98	
3683						
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	179.99	10-60-2300
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	66.68	24-60-2800
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	39.98	24-60-2800
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	13.52	24-60-2800
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	7.19	24-60-2800
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	36.93	24-60-2800
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	39.98	24-60-2800
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	59.99	24-60-2800
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	21.00	10-53-2200
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	217.80	51-76-2300
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	217.80	52-76-2300
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	45.00	52-65-4200
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	55.85	10-72-6700
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	73.50	52-73-2100
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	73.50	51-73-2100
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	73.50	11-45-2100
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	77.00	10-72-4000
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	39.50	10-72-4000
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	109.58	11-43-2000
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	4.27	51-65-4600
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	4.27	52-65-4600
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	50.00	25-65-2600
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	50.00	25-65-2600
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	199.48	10-72-4000
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	9.99	10-60-2300
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	9.99	10-60-2300
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	4.40	10-60-2400
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	20.00	10-53-2200
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	19.21	10-53-2200
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	20.00	10-53-2200
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	51.00	10-53-2200
3683	Keybank N.A.	NOV 2019	Misc Credit Card Charges	11/30/2019	39.98	10-60-2400

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3683:					1,903.84	
3770						
3770	Keyhole Locksmith, The	81672	Misc P/W Exp	11/30/2019	501.00	10-72-6700
Total 3770:					501.00	
1225						
1225	Linn County Building Dept.	NOV 2019	Building Permit Fees	11/30/2019	13,209.36	10-50-2000
Total 1225:					13,209.36	
3819						
3819	Linn County Treasurer	NOVEMBER 2	Court Revenue Payout	11/30/2019	67.91	10-42-2200
3819	Linn County Treasurer	OCTOBER 201	Court Revenue Payout	10/31/2019	227.90	10-42-2200
Total 3819:					295.81	
1077						
1077	Michele Eldridge	DEC 2019	Reimbursements	12/03/2019	107.91	10-53-2200
Total 1077:					107.91	
2972						
2972	Micron CPG	255046820	Computer Memory	11/30/2019	107.33	10-60-2200
2972	Micron CPG	255046820	Computer Memory	11/30/2019	107.32	51-74-2100
2972	Micron CPG	255046820	Computer Memory	11/30/2019	107.32	52-74-2100
2972	Micron CPG	255061249	Computer Memory	11/30/2019	152.64	10-60-2200
2972	Micron CPG	255061249	Computer Memory	11/30/2019	152.64	51-74-2100
2972	Micron CPG	255061249	Computer Memory	11/30/2019	152.64	52-74-2100
Total 2972:					779.89	
3894						
3894	Mitel	32676786	Phone Bill	11/30/2019	112.26	10-69-3500
3894	Mitel	32676786	Phone Bill	11/30/2019	112.27	51-65-3500
3894	Mitel	32676786	Phone Bill	11/30/2019	112.27	52-65-3500
3894	Mitel	32676786	Phone Bill	11/30/2019	29.35	24-60-2500
Total 3894:					366.15	
2644						
2644	Net Assets	54-201911	Lien Searches	11/30/2019	111.00	10-53-2250
Total 2644:					111.00	
1962						
1962	NW Electrical Construction	4709	PW Misc. Expense	11/30/2019	130.00	10-72-6700
1962	NW Electrical Construction	4709	PW Misc. Expense	11/30/2019	90.00	10-72-6700
Total 1962:					220.00	
1102						
1102	NW Natural Gas Co.	DEC 2019	Utilities	12/23/2019	56.93	10-69-2000
1102	NW Natural Gas Co.	DEC 2019	Utilities	12/23/2019	399.62	51-65-2700
1102	NW Natural Gas Co.	DEC 2019 PU	Utilities	12/23/2019	48.43	52-65-2700

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1102	NW Natural Gas Co.	NOV 2019	Utilities	11/30/2019	52.35	10-69-2000
1102	NW Natural Gas Co.	NOV 2019	Utilities	11/30/2019	207.26	51-65-2700
1102	NW Natural Gas Co.	NOV 2019 PU	Utilities	11/30/2019	48.42	52-65-2700
Total 1102:					813.01	
1783						
1783	OCCMA	DEC 2019	Membership Dues	12/26/2019	169.50	10-63-2100
Total 1783:					169.50	
3427						
3427	OHA Cashier	DEC 2019	Certification	12/26/2019	292.50	51-76-2000
3427	OHA Cashier	DEC 2019	Certification	12/26/2019	292.50	52-76-2000
3427	OHA Cashier	DEC 2019 C.S.	Certification	12/09/2019	200.00	51-65-5000
3427	OHA Cashier	NOV 2019	Certification	11/30/2019	105.00	51-76-2000
3427	OHA Cashier	NOV 2019	Certification	11/30/2019	105.00	52-76-2000
3427	OHA Cashier	NOV 2019	Certification	11/30/2019	70.00	51-76-2000
3427	OHA Cashier	NOV 2019	Certification	11/30/2019	70.00	52-76-2000
3427	OHA Cashier	NOV 2019	Certification	11/30/2019	70.00	51-76-2000
3427	OHA Cashier	NOV 2019	Certification	11/30/2019	70.00	52-76-2000
3427	OHA Cashier	NOV 2019	Certification	11/30/2019	70.00	51-76-2000
3427	OHA Cashier	NOV 2019	Certification	11/30/2019	70.00	52-76-2000
Total 3427:					1,415.00	
1245						
1245	One Call Concepts, Inc.	9110384	Locates	11/30/2019	8.40	51-65-4600
1245	One Call Concepts, Inc.	9110384	Locates	11/30/2019	8.40	52-65-4600
Total 1245:					16.80	
1033						
1033	Oregon Department of Revenue	NOVEMBER 2	Court Revenue Payout	11/30/2019	500.97	10-42-2200
1033	Oregon Department of Revenue	OCTOBER 201	Court Revenue Payout	10/31/2019	785.98	10-42-2200
Total 1033:					1,286.95	
3096						
3096	Pacific Office Automation	407544	Toner Purchase	11/30/2019	84.00	10-60-2300
3096	Pacific Office Automation	435613	Copier Contract	11/30/2019	7.83	10-60-2100
3096	Pacific Office Automation	435613	Copier Contract	11/30/2019	7.82	51-74-2000
3096	Pacific Office Automation	435613	Copier Contract	11/30/2019	7.82	52-74-2000
Total 3096:					107.47	
1079						
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	68.05	52-65-2600
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	343.91	10-69-2500
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	20.76	10-69-2500
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	32.57	10-69-2500
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	77.01	10-69-2500
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	169.19	10-69-2500
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	1,181.41	10-69-2500
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	72.16	52-65-2600
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	143.93	52-65-2600
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	1,236.25	52-65-2600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	73.12	52-65-2600
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	23.47	52-65-2600
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	40.49	52-65-2600
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	40.60	10-72-6700
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	181.38	25-65-2500
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	28.88	25-65-2500
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	31.32	25-65-2500
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	136.32	10-69-3000
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	87.77	10-69-3000
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	43.29	10-69-3000
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	596.88	10-69-3000
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	77.07	10-69-3000
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	1,161.93	10-69-3000
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	63.39	10-69-3000
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	104.91	10-69-3000
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	264.61	10-69-3000
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	18.22	10-69-3000
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	167.13	10-69-3000
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	35.95	11-44-2000
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	3,308.79	52-65-2600
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	1,214.56	52-65-2600
1079	Pacific Power & Light Company	NOV 2019	UTILITIES	11/30/2019	143.35	52-65-2600
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	288.07	10-69-2500
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	20.26	10-69-2500
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	32.86	10-69-2500
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	62.06	10-69-2500
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	97.23	10-69-2500
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	803.42	10-69-2500
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	64.89	52-65-2600
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	111.83	52-65-2600
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	794.27	52-65-2600
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	67.87	52-65-2600
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	22.81	52-65-2600
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	37.84	52-65-2600
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	35.44	10-72-6700
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	172.80	25-65-2500
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	24.75	25-65-2500
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	33.10	25-65-2500
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	137.90	10-69-3000
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	88.74	10-69-3000
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	43.83	10-69-3000
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	614.33	10-69-3000
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	77.77	10-69-3000
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	1,180.75	10-69-3000
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	64.26	10-69-3000
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	98.44	10-69-3000
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	255.19	10-69-3000
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	18.22	10-69-3000
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	168.26	10-69-3000
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	33.73	11-44-2000
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	3,169.13	51-65-2600
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	1,200.63	51-65-2600
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	142.00	51-65-2600
1079	Pacific Power & Light Company	OCT 2019	UTILITIES	10/31/2019	54.18	52-65-2600
Total 1079:					21,205.53	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
2649						
2649	Petra Automotive	176316	Vehicle Maintenance	12/26/2019	14.60	11-45-2100
2649	Petra Automotive	176316	Vehicle Maintenance	12/26/2019	17.02	51-73-2100
2649	Petra Automotive	176316	Vehicle Maintenance	12/26/2019	17.03	52-73-2100
Total 2649:					48.65	
2108						
2108	Postmaster	DEC 2019	City PO Box Fee	12/09/2019	31.34	10-60-2400
2108	Postmaster	DEC 2019	City PO Box Fee	12/09/2019	31.33	51-74-2200
2108	Postmaster	DEC 2019	City PO Box Fee	12/09/2019	31.33	52-74-2200
Total 2108:					94.00	
2927						
2927	Staples Business Advantage	3431075763	Office Supplies	11/30/2019	66.37	24-60-2800
2927	Staples Business Advantage	3431390899	Office Supplies	11/30/2019	118.56	10-60-2300
2927	Staples Business Advantage	3431390899	Office Supplies	11/30/2019	118.57	51-74-2400
2927	Staples Business Advantage	3431390899	Office Supplies	11/30/2019	118.57	52-74-2400
2927	Staples Business Advantage	3431479751	Office Supplies	11/30/2019	14.52	10-53-2200
2927	Staples Business Advantage	3431479752	Office Supplies	11/30/2019	7.98	24-60-2800
2927	Staples Business Advantage	3431640182	Office Supplies	11/30/2019	11.69	10-60-2300
2927	Staples Business Advantage	3431640182	Office Supplies	11/30/2019	11.70	51-74-2400
2927	Staples Business Advantage	3431640182	Office Supplies	11/30/2019	11.70	52-74-2400
2927	Staples Business Advantage	3432008225	Office Supplies	11/30/2019	66.37	24-60-2800
2927	Staples Business Advantage	3433013300	Office Supplies	12/26/2019	65.12	10-53-2200
2927	Staples Business Advantage	3433620023	Office Supplies	12/26/2019	72.99	10-60-2300
2927	Staples Business Advantage	3433620023	Office Supplies	12/26/2019	72.99	51-74-2400
2927	Staples Business Advantage	3433620023	Office Supplies	12/26/2019	72.99	52-74-2400
2927	Staples Business Advantage	3433620025	Office Supplies	12/26/2019	4.86	10-60-2300
2927	Staples Business Advantage	3433831546	Office Supplies	12/26/2019	27.59	10-60-2300
2927	Staples Business Advantage	3433831546	Office Supplies	12/26/2019	27.60	51-74-2400
2927	Staples Business Advantage	3433831546	Office Supplies	12/26/2019	27.60	52-74-2400
Total 2927:					785.03	
1144						
1144	Suzan Jackson	186	Janitor Services	11/30/2019	599.17	10-72-4100
1144	Suzan Jackson	186	Janitor Services	11/30/2019	375.83	10-72-4100
1144	Suzan Jackson	DEC 2019	Floor Waxing & Stripping	12/26/2019	225.00	10-72-4100
Total 1144:					1,200.00	
3870						
3870	Underground Technologies LLC	1058	Misc P/W Exp	12/26/2019	1,580.00	52-65-4600
Total 3870:					1,580.00	
3663						
3663	Water & Sewer Account Refunds	#1060.06	Utility Billing Overpayment	12/26/2019	126.52	01-1075
3663	Water & Sewer Account Refunds	#1108.19	W/S Deposit Refund	11/30/2019	27.16	51-2120
3663	Water & Sewer Account Refunds	#1108.19	W/S Deposit Refund	11/30/2019	27.15	52-2120
3663	Water & Sewer Account Refunds	#1121.14	W/S Deposit Refund	12/09/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#1121.14	W/S Deposit Refund	12/09/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#11584.06	W/S Deposit Refund	12/09/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#11584.06	W/S Deposit Refund	12/09/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#11705.05	W/S Deposit Refund	11/30/2019	50.00	51-2120

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3663	Water & Sewer Account Refunds	#11705.05	W/S Deposit Refund	11/30/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#11746.04	W/S Deposit Refund	11/30/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#11746.04	W/S Deposit Refund	11/30/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#11759.03	W/S Deposit Refund	11/30/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#11759.03	W/S Deposit Refund	11/30/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#138.11 B	Utility Billing Overpayment	12/12/2019	40.14	01-1075
3663	Water & Sewer Account Refunds	#148.05	W/S Deposit Refund	11/30/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#148.05	W/S Deposit Refund	11/30/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#307.07	Utility Billing Overpayment	11/30/2019	15.36	01-1075
3663	Water & Sewer Account Refunds	#48.03	W/S Deposit Refund	12/09/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#482.05	W/S Deposit Refund	12/26/2019	14.20	51-2120
3663	Water & Sewer Account Refunds	#482.05	W/S Deposit Refund	12/26/2019	14.20	52-2120
3663	Water & Sewer Account Refunds	#58.04	W/S Deposit Refund	11/30/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#58.04	W/S Deposit Refund	11/30/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#60.06	W/S Deposit Refund	11/30/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#60.06	W/S Deposit Refund	11/30/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#613.02	Utility Billing Overpayment	12/26/2019	14.66	01-1075
3663	Water & Sewer Account Refunds	#758.12	W/S Deposit Refund	11/30/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#758.12	W/S Deposit Refund	11/30/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#762.07	W/S Deposit Refund	11/30/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#762.07	W/S Deposit Refund	11/30/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#867.10	W/S Deposit Refund	11/30/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#867.10	W/S Deposit Refund	11/30/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#867.10	Utility Billing Overpayment	11/30/2019	10.23	01-1075
Total 3663:					1,439.62	
2661						
2661	WCP Solutions	11494172	Office Supplies	11/30/2019	54.66	10-60-2300
2661	WCP Solutions	11494172	Office Supplies	11/30/2019	54.67	51-74-2400
2661	WCP Solutions	11494172	Office Supplies	11/30/2019	54.67	52-74-2400
2661	WCP Solutions	11494172	Office Supplies	11/30/2019	465.15	10-72-6700
Total 2661:					629.15	
1239						
1239	WECO	CP-00093204	PW Gas Exp	11/30/2019	391.03	11-45-2000
1239	WECO	CP-00093204	PW Gas Exp	11/30/2019	456.20	51-73-2000
1239	WECO	CP-00093204	PW Gas Exp	11/30/2019	456.20	52-73-2000
Total 1239:					1,303.43	
3868						
3868	Willamette Neighborhood Housing	121619	Disbursement	12/23/2019	149,676.48	10-66-6000
Total 3868:					149,676.48	
Grand Totals:					312,936.78	

Payment Approval Report

Expense Account Key

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



Planning Commission Meeting Minutes October 15, 2019

The Harrisburg Planning Commission met on this date at the Harrisburg Municipal Center, located at 354 Smith St., at the hour of 7:00pm. Presiding was Chairperson Todd Culver. Also present were Commissioners David Smid, Rhonda Giles, Jeremy Moritz, and Kent Wullenwaber. Newly appointed Youth Advisor Quinton Sheridan was also present. Staff present was the contract City Planner, Jordan Cogburn, and City Recorder/Asst. City Administrator Michele Eldridge. Absent this evening were Commissioners Kurt Kayner and Roger Bristol.

CONCERNED CITIZEN(S) IN THE AUDIENCE. All present were here for items on the agenda, or to simply observe the meeting.

Eldridge introduced Contract Planner Jordan Cogburn, who would be at all the future Planning Commission meetings. She noted that he had recently been the senior planner at Junction City, and that we were very lucky that he started working with the City Engineer. He is familiar with our region and will be a great addition to City Staff. In addition to Cogburn, Eldridge also introduced Quinton Sheridan, our newest Youth Advisor. She hadn't expected him to start this evening but appreciated his attendance at the meeting. She then introduced the Interim City Administrator John Hitt, who was also in the audience this evening as an observer.

APPROVAL OF MINUTES

- Wullenwaber **motioned to Approve the Minutes of June 18, 2019 and was seconded by Giles. The Planning Commission then voted unanimously to approve the minutes of June 18, 2019.**

A PUBLIC HEARING FOR THE MATTER OF THE DOCKERY VARIANCE APPLICATION (LU 415-2019)

Chairperson Culver read aloud the script as required by land use laws, along with the process for requesting a continuance, as well as that to request that the record stay open.

The Public Hearing was opened at 7:04pm

Chairperson Culver asked if there were any conflicts of interest to declare, or any ex parte contact. There were none, and no rebuttals of such.

Applicants Presentation: Gwendolyn Dockery was here this evening and said that they had applied for the variance for the street frontage, but apparently, they hadn't applied for the variance for the width of the property. She was here to answer any questions.

- Jeremy Moritz asked if this was based on the last meeting then, when we had this as a condition for approval.
- Eldridge said it was, but that the width of the property hadn't been brought up until that last meeting. Because the width of the property wasn't noticed previously, we were required to notify other property owners of the variance for the width of the property.
- Moritz wasn't sure with the variance, but it sounds like it's only needed for a reduction of 5'.

City Planner Presentation: Cogburn noted that this is related to the partition request for 972 Sommerville Loop. The Planning Commission decided to close that particular request, with the variance approved for the lot frontage along a city street as well as a partition request. The partition was conditioned upon the approval of the variance to reduce the lot size. The minimum lot size is 60' and the property width is 55'. They are simply restating this partition to the smaller size. He wasn't sure how this jurisdiction brings attention to the criteria for this type of application.

- Chairperson Culver told him the high points of what happened at the last meeting.
- Cogburn said then the application was received with the width as it was but wasn't noticed for that.
- Moritz asked then if the variance is because the property should be a minimum of 60' wide.
- Cogburn told him that was correct.
- Chairperson Culver explained that with these types of land locked lots, we have to determine how to best use the land for building. Sometimes in the past, we've made these decisions that the right way to use these properties, is to allow the partition. We had to decide if this type of thing would be acceptable.
- Moritz asked if their driveway would ever be a street.
- Eldridge told him no; through streets would be Heckart Lane to the east, or 9th St. to the west.
- Moritz asked then if it wouldn't affect their driveway.
- Eldridge told him no, not at all; Staff would have brought it up when first talking with the applicant, and it would be included as a requirement in the staff report.

Chairperson Culver asked if there was testimony in favor for the variance request, in opposition, or neutral testimony. There was none. He then closed the public hearing at the hour of 7:12pm.

- **Smid motioned to approve the Dockery Variance Application (LU 415-2019). This motion is based on findings presented in the October 8, 2019 staff report to the Planning Commission and findings made by the Commission during deliberations on the request. Giles seconded the motion, and the Planning Commission unanimously voted to approve the Dockery Variance Application, and to allow the width of the property to be 55'.**

A PUBLIC HEARING FOR THE MATTER OF THE SCOTT SITE PLAN REVIEW APPLICATION (LU 412-2019)

Chairperson Culver read aloud the script as required by land use laws, along with the process for requesting a continuance, as well as that to request that the record stay open.

The Public Hearing was opened at 7:14pm

Chairperson Culver asked if there were any conflicts of interest to declare, or any ex parte contact. There were none, and no rebuttals of such.

Applicants Presentation: Josh Scott, said that he was the owner of the Java Joy Coffee Kiosk. As show in the report, there had been some traffic flow issues. But those were cleared up in the findings. They were fine with the conditions of approval, which were to paint some stripes, and directional signage to direct traffic flow to Macy and Kesling streets, and the entrances on those two streets.

- Wullenwaber asked if this was the old location of the last coffee kiosk?
- Chairperson Culver told him yes, it was.

Staff Report: Cogburn said that this was a type 3 application, for a standard commercial site. The criteria used was HMC 18.95. This is a pretty straight forward application, there had been a pre-existing use, but there have been no changes to that site since the last kiosk was removed. We did get a letter of concern from ODOT. He read it out loud, so that it's part of the record; it matched the letter that was shown in the agenda. Under HMC 18.95, there are no standards for queueing lengths; in addition, the prior use of this site was of a similar nature. There were no concerns submitted over that by either ODOT or the City, so with this one, he doesn't feel those conditions will exceed that. Those recommendations don't necessarily apply to us in Harrisburg, and as presented by the applicant, are fairly straight forward.

- Chairperson Culver said that in 2005, he didn't remember getting any comments from ODOT, he was surprised that they thought that there would be an impact.
- Cogburn said that he felt that the average daily trips would be just a little over 100 trips and is well below the threshold that would require a traffic study.
- Chairperson Culver said in 2005, we had 3 applicants for coffee shops along the highway, so we had wondered then how that was going to work out.

Chairperson Culver then asked for testimony in favor of the application, in opposition, and for neutral testimony. There was none, so the public hearing was closed at 7:21pm.

- Giles motioned to approve the Java Joy Coffee Kiosk Site Plan Review (LU 412-2019), subject to the conditions of approval contained in the October 8, 2019 staff report. This motion is based on findings presented in the October 8, 2019 Staff Report to the Planning Commission and on findings made by the Commission during deliberations on the request. Wullenwaber seconded the motion.
- Smid asked when they will open up.
- Josh Scott told him the kiosk is already built, they are just waiting for the building permit process.
- Wullenwaber said that at least all the utilities should be in.
- Smid asked how many people he would be employing?

- Scott told him one per shift, and two during the busiest traffic. It would mostly be him and his wife.
- Smid said then you would have 4 employees total.
- Scott said that there would be 3 of us full time.
- **The Planning Commission then voted unanimously to approve the Java Joy Coffee Kiosk with the proposed Conditions of Approval.**

THE MATTER OF THE MCCrackEN TIMELINE EXTENSION REQUEST (LU 394-2018)

Staff Report: Cogburn noted that this was a timeline extension request for McCracken Trucking. The extension is in relation to the site plan for their property located on S 2nd St., for a 66,000 sq. ft trucking facility. This was approved on Oct 1st last year. The city code allows for a one-time extension of the approval, if it is made within one year. This request was submitted within a few days of the deadline. This is a fairly standard allowance. The only time we wouldn't be allowing an extension, is if there are changes in the municipal code. We aren't planning on any within this time frame. There are no additional fees or process.

- Chairperson Culver asked if we knew that they would still be considering the move here?
- Eldridge said that she had connected with Mr. McCracken; business wasn't good this year, but they were still very interested in the property.
- Smid noticed that they had graded the property.
- Chairperson Culver said that he had no problem with allowing this extension.
- Moritz **motioned to approve the McCracken Land Use Approval Timeline Extension Request (LU394-2018) for a year with a new expiration date of October 1, 2020. This motion is based on findings presented in the October 8, 2019, staff report to the Planning Commission, and findings made by the Commission during deliberations on the request. He was seconded by Smid, and the Planning Commission voted unanimously to approve the extension of time for the McCracken Land Use Approval.**

OTHERS:

- Cogburn said that he was talking with a developer who was looking at a potential subdivision of townhomes, which would have a zero-lot line. It would have a through street and might have duplexes as well. The engineer has lots of questions in terms of infrastructure.

With no further business to discuss, the Planning Commission meeting was adjourned at 7:32pm.

Chairperson

City Recorder

City of Harrisburg

PLANNING COMMISSION

NOTICE OF DECISION

REQUEST: The applicant requests approval of a Variance (LU #415-2019) to reduce the minimum lot width of the property located at 972 Sommerville Loop to 55'.

LOCATION: Linn County Assessor's Map 15S 04W 15BD, Tax Lot 13400

HEARING DATE: October 15, 2019

ZONING: R-1 (Low Density Residential)

APPLICANT

Mathew Dockery
972 Sommerville Loop
Harrisburg, OR 97446

OWNER

Mathew Dockery
972 Sommerville Loop
Harrisburg, OR 97446

APPEAL DEADLINE: October 28, 2019

DECISION: The Harrisburg Planning Commission conducted a public hearing on October 15, 2019 and voted to approve the request. The Planning Commission adopted the findings contained in the October 8, 2019 Staff Report to the Planning Commission, and portions of the minutes from the meeting that demonstrate support for the Planning Commission's actions. Criteria relied upon for review is found in HMC 18.115.020.

APPEALS: The decisions may be appealed by filing a Notice of Appeal with the City Recorder at 120 Smith Street. The Notice of Appeal should be filed by the Appeal Deadline date listed above. Specific information on the requirements for an appeal or a copy of the complete file of this land use action may be obtained at Harrisburg City Hall. There is a fee of \$425.00 plus actual expenses for appealing a Planning Commission to the City Council.

EFFECTIVE DATE: October 28, 2019, unless an appeal has been filed with the City Recorder.

EFFECTIVE PERIOD:

Variance approvals shall be effective for one year from the date of approval. Where the Planning Commission finds that conditions have not changed, at its discretion and without a public hearing, the Commission may extend the period one time for a period not to exceed one additional year.

Unless appealed, this Variance approval will expire on October 28, 2020.



Todd Culver
Planning Commission Chair

UNAPPROVED

City of Harrisburg

PLANNING COMMISSION

NOTICE OF DECISION

REQUEST: The applicant requests approval of Site Plan Review (LU 412-2019) to place a 128 sq. ft. coffee kiosk on 10,000 sq. ft. of property located at 375 S. 3rd St.

LOCATION: Tax Lots 11700 of Linn County Assessor's Map 15S04W16AA

HEARING DATE: October 15, 2019

ZONING: C-1 (Commercial)

APPLICANT

Josh Scott
94982 Christensen Rd
Eugene, OR 97405

OWNER

Kurt Straube
125 E 6th St.
Junction City, OR 97448

APPEAL DEADLINE: October 28, 2019, at 5:00 p.m.

DECISION: The Harrisburg Planning Commission conducted a public hearing on October 15, 2019, and voted to approve the request, subject to the attached conditions of approval. The Planning Commission adopted the findings contained in the Staff Report of the October 15, 2019, Planning Commission meeting, and portions of the minutes from the meeting that demonstrate support for the Planning Commission's actions. Criteria relied upon for review is found in HMC 18.95.060.

APPEALS: The decision may be appealed by filing a Notice of Appeal with the City Recorder at 120 Smith Street. The Notice of Appeal should be filed by the Appeal Deadline date listed above. Specific information on the requirements for an appeal or a copy of the complete file of this land use action may be obtained at Harrisburg City Hall. There is a fee of \$425.00.

EFFECTIVE DATE: October 28, 2019, unless an appeal has been filed with the City Recorder.

EFFECTIVE PERIOD:

Site Plan Review approvals shall be effective for one year from the date of approval. If the applicant has not begun the work associated with the approval within one year, all approvals shall expire. Where the Planning Commission finds that conditions have not changed, at its discretion and without a public hearing, the Commission may extend the period one time for a period not to exceed one additional year.

Unless appealed, this Site Plan Review approval will expire on October 28, 2020.



Todd Culver
Planning Commission Chair

CONDITIONS OF APPROVAL

1. **Consistency with Plans** – Development shall comply with the plans and narrative in the applicant's proposal, except where modified by the following conditions of approval.
2. **Directional Signage** – The applicant shall install permanent directional signage for the two queuing lanes, indicating the directional flow of traffic and stacking, prior to issuance of a certificate of occupancy. Queuing lanes shall not interfere with parking area drive aisles.

City of Harrisburg

PLANNING COMMISSION

NOTICE OF DECISION

REQUEST: The applicant requests a timeline extension for a Site Plan Review (LU #394-2018) and Conditional Use Permit (LU #396-2018) for the development of a 66,000 sq. ft. warehouse and trucking facility on roughly 5 acres of property located at the end of S. 2nd St, and addressed as 930 S. 2nd St.

LOCATION: Linn County Assessor's Map 15S 04W 16D, Tax Lot 210

HEARING DATE: October 15, 2019

ZONING: M-2 (General Industrial)

APPLICANT

Curtis McCracken
3147 NW Front Street
Portland, OR 97296

OWNER

MMF Warehouse LLC
1240 SE Case Ave
Roseburg, OR 97470

APPEAL DEADLINE: October 28, 2019

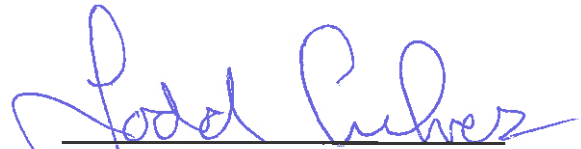
DECISION: The Harrisburg Planning Commission conducted a public hearing on October 15, 2019 and voted to approve the request. The Planning Commission adopted the findings contained in the October 8, 2019 Staff Report to the Planning Commission, and portions of the minutes from the meeting that demonstrate support for the Planning Commission's actions. Criteria relied upon for review is found in HMC 18.125.050.

APPEALS: The decisions may be appealed by filing a Notice of Appeal with the City Recorder at 120 Smith Street. The Notice of Appeal should be filed by the Appeal Deadline date listed above. Specific information on the requirements for an appeal or a copy of the complete file of this land use action may be obtained at Harrisburg City Hall. There is a fee of \$425.00 plus actual expenses for appealing a Planning Commission to the City Council.

EFFECTIVE DATE: October 28, 2019, unless an appeal has been filed with the City Recorder.

EFFECTIVE PERIOD: This Site Plan and Conditional Use Permit Approval is effective for one year from the date of approval with a new expiration date of October 1, 2020.

This approval will expire on October 1, 2020. If the applicant has not submitted a building permit, and commenced construction in a substantial manner by the date of October 1, 2020, then the applicant will be required to file for new site plan and conditional use permit.



Todd Culver
Planning Commission Chair



Personnel Committee Meeting Minutes
October 09, 2019

The Personnel Committee met on this date at the Harrisburg Municipal Center, at the hour of 6:00pm. Presiding was Chairperson Kimberly Downey. Also present were Robert Boese, Interim City Administrator John Hitt, and City Recorder/Asst. City Administrator Michele Eldridge. Personnel Committee member Mike Caughey participated orally/visually through an App called Whats App, from his vacation.

CONCERNED CITIZEN(S) IN THE AUDIENCE. None

THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR:

Staff Report: Eldridge reiterated the information in the staff report; she also reminded the committee that the interview questions were protected under ORS 192.355(4) and were therefore not part of the public domain.

The Personnel Committee members reviewed the questions for roughly a half hour and deliberated about which ones they felt could be shared in the Welcome Information that Eldridge would be providing. Some of the questions were fairly basic, and the committee chose a few of those. They also decided to allow the question in relation to an employee who went through a disciplinary process, because those can sometimes be harder to remember when you are sitting through an interview that can be somewhat stressful. The questions that they determined could be shared with candidates were No. 2, No. 5, No. 6 and No. 10.

The committee then discussed the way the questions were scored and decided to go to a 1 to 3 scoring option, instead of 1 to 5. The committee also reviewed the competencies; Eldridge explained that staff would be using a sheet like the one shared with them for the upcoming interviews for the person who would be replacing Patsy.

The committee had determined which questions to use, as well as the scoring changes through consensus. Therefore, no motions were needed.

The meeting was adjourned at the hour of 6:50pm.

Chairperson

City Recorder/Asst. City Administrator



Library Board Meeting Minutes
Harrisburg Municipal Center Jury Room – 354 Smith St.
November 14, 2019

The Harrisburg Library Board met on this date at the Harrisburg Municipal Center, at the hour of 6:28pm. Presiding was Chairperson Cassandra Barney. Also present were board members Jayne Detering, Violet Stone, and James Blake. Staff present were Library Supervisor Lori Ross, and Librarian Amanda Pelkey.

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

APPROVAL OF MINUTES

Motion to Approve the Minutes of August 8, 2019. Stone **motioned to approve the minutes**; Blake **seconded the motion**. **The Library Board voted unanimously to approve the minutes of August 8, 2019.**

THE MATTER OF REVIEWING LIBRARY POLICY

- Barney **motioned to recommend to the City Council to repeal Resolution No. 800.** **She was seconded** by Blake.
- Detering **motioned to recommend to the City Council that they adopt the Policy Handbooks Via Resolution.** **She was seconded** by Barney.
- Stone **motioned to recommend to the City Council to approve the suggested amendments to HMC Title 2.20 Via an Ordinance Amendment.** **She was seconded** by Barney.
- **The Library Board then voted unanimously to approve all three recommendations to the City Council. The following were the recommendations:**
 - 1. To Repeal Resolution No. 800;**
 - 2. To Adopt the Policy Handbook via Resolution; and,**
 - 3. To Approve the Suggested Amendments to HMC Title 2.20 via an Ordinance Amendment.**

THE MATTER OF REVIEWING LIBRARY PROGRAMS

The Library Board discussed the current programs as listed on the agenda bill. Unfortunately, the Lego Club was currently on hold, and they hoped that Lego Club would be able to get going again soon. Crystal Falk was the person running that program. If anyone wants to add a program, they were reminded that they will need to research the cost of the program, determine where it would be held, and also who would be running the program.

THE MATTER OF FILLING A LIBRARY BOARD VACANCY

The Library Board term that was vacated by Heather Long is still open, and board members were encouraged to reach out to friends and family in hopes of recruiting a new member. Both Mandy & Violet would be reaching out to some people that they knew to see if they would be willing to be appointed.

ADJOURN: The meeting was adjourned at the hour of 7:17pm.