

Harrisburg City Council Meeting Agenda  
December 10, 2019  
6:30 PM

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

**PUBLIC NOTICES:**

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

**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 ADOPTING THE LIBRARY POLICY HANDBOOK VIA RESOLUTION, REPEALING RESOLUTION NO. 800, AND APPROVING ORDINANCE NO. 971, “AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 2.20”.**

**STAFF REPORT:**

Exhibit A: Resolution No. 1224

Exhibit B: HMC 2.20, redlined

Exhibit C: Ordinance No. 971

**ACTION:** *I move to approve Resolution No. 1224, “A RESOLUTION ADOPTING A NEW LIBRARY POLICY HANDBOOK, AND REPEALING RESOLUTION NO. 800”, and Ordinance No. 971, “AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE CHAPTER 2.20”*

**NEW BUSINESS**

- 2. THE MATTER OF PROVIDING TECHNOLOGY SERVICES FOR THE CITY OF HARRISBURG**

**STAFF REPORT:**

**ACTION: MOTION TO AUTHORIZE THE INTERIM CITY ADMINISTRATOR TO ENTER INTO A FUTURE AGREEMENT WITH COBALT COMPUTER SERVICES INC. TO MANAGE OUR IT NEEDS.**

**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.

- 3. THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

Exhibit A: City Council Minutes for September 10, 2019

Exhibit B: City Council Work Session Minutes for September 24, 2019

Exhibit C: Payment Approval Report for November 2019

Exhibit D: Library Board Minutes for August 8, 2019

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

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

- The City Council Minutes for September 10, and September 24, 2019.
- The payment approval report for November 2019

**4. THE CITY ADMINISTRATOR WILL PROVIDE AN ORAL REPORT IN RELATION TO THE FOLLOWING SUBJECTS:**

- IGA/City of Coburg
- LCSO Contract
- Traffic Control Solutions
- Interim City Administrator Contract
- Strategic Plan Priorities

**OTHER ITEMS**

**ADJOURN**

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

1.

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**THE MATTER OF ADOPTING THE LIBRARY POLICY HANDBOOK VIA RESOLUTION, REPEALING RESOLUTION NO. 800, AND APPROVING ORDINANCE NO. 971, “AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 2.20”.**

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

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	YES	LIBRARY REVENUE

**LIBRARY BOARD RECOMMENDATION:**

The Library Board met on November 14, 2019, and recommends that the City Council adopt Resolution No. 1224, and Ordinance No. 971.

**STAFF RECOMMENDATION:**

**Staff recommend that Council approve Resolution No. 1224, and Ordinance No. 971.**

**BACKGROUND INFORMATION:**

The Harrisburg Library Board and Staff have worked hard for over a year to completely revise the original Library ‘Collection Policy’. That policy was adopted by the City Council in 2003, and technically didn’t cover all the policies and procedures used by the Harrisburg Library. The review process was extensive and included a legal and technical review to federal and state laws, as well as to City policies. Staff also reviewed and compared the policy to the ALA (American Library Association) and OLA (Oregon Library Association) recommendations. This project had so many changes, that the exhibits would be quite extensive. Therefore, staff invites Council members who would like more information to refer to the meetings website, and to look at the

Library Board Meeting agenda packet for August 8, 2019. The Library Board was able to review the final product of all their labors at the November 14, 2019 meeting, and have recommended that the City Council approve those changes.

Resolution Details: In 2004, the Library Board felt that they should have By-Laws established, because the ALA and OLA groups recommended that a Library have them. Those recommendations were intended for Libraries that are not ran by a City. HMC Title 2.20 contained very similar language, and only had four differences from the By-Laws that were adopted. Those bylaws were originally adopted in 2004, and then slightly revised in 2006, without going through any kind of staff review in relation to City ordinances or policies at the time. HMC 2.20 specifies the overall guiding policy for the Harrisburg Library, and the Harrisburg Library Policy Handbook defines the policies and procedures for the operation of the Library within those guidelines. The Library Board agreed with the changes and have recommended that the City Council adopt the resolution (**Exhibit A**), which will also repeal Resolution No. 800.

Ordinance Details: The finalization of the Policy Handbook also creates the need to amend the Harrisburg Municipal Code. HMC Chapter 2.20 modifications are shown in **Exhibit B**, while the final version as recommended by the Library Board can be found in **Exhibit C**. Some of the language has been cleaned up and updated due to recent changes and are self-explanatory. HMC 2.20.110 includes the code in relation to the detention of, and damage to library materials. (The Library Board has decided that the entire household shouldn't be penalized due to one person's transgressions). In addition, it's time to update the fine itself, which is exorbitant, and was one of the highest fee's that could be found in the City code. Staff is recommending that the fine should be lowered to \$50 per violation. As an example, if a patron has five books missing, and chooses to ignore the warnings of violation, then they would be charged \$250 in court as a fine. (As far as we know, nobody has ever gone to Municipal Court with a fine from the Library; in most cases, we've resorted to removing Library privileges). The Library Board agreed with the changes as proposed and has recommended to the City Council that it update HMC 2.20 accordingly.

MOTION (If necessary):

*I move to approve Resolution No. 1224, "**A RESOLUTION ADOPTING A NEW LIBRARY POLICY HANDBOOK, AND REPEALING RESOLUTION NO. 800**", and Ordinance No. 971, "**AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE CHAPTER 2.20**"*

REVIEW AND APPROVAL:

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

**RESOLUTION NO. 1224****A RESOLUTION ADOPTING A NEW LIBRARY POLICY HANDBOOK, AND  
REPEALING RESOLUTION NO. 800**

WHEREAS, the Library Board has spent the last year exhaustively reviewing the original Library Collection Policy, which has undergone an extensive legal review and comparison to City Policy; and

WHEREAS, Resolution No. 800 was adopted first in 2006, and the establishment of Library By-Laws is largely rendered redundant and unnecessary due to the existence of HMC Chapter 2.20; and

WHEREAS, the Library Board is now recommending that the City Council adopt the new Library Policy Handbook;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Harrisburg, Oregon, that the Harrisburg Library Policy Handbook be adopted, as written in Exhibit A; and Resolution No. 800 is now repealed.

PASSED AND ADOPTED by the Harrisburg City Council this 10<sup>th</sup> day of December, 2019.

Approved by the Mayor this 10<sup>th</sup> day of December 2019.

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MAYOR

ATTEST:

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CITY RECORDER

# THE HARRISBURG PUBLIC LIBRARY

POLICY HANDBOOK

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## I. Mission and Goal Statements

1. The mission of the Harrisburg Public Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.
2. The general library goals of the Harrisburg Public Library shall be:
  - ❖ To serve all residents of the community and the surrounding region.
  - ❖ To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
  - ❖ To acquire the means to provide the most frequently requested material locally and upon demand.
  - ❖ To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
  - ❖ To strive consistently to discover new methods and improvements for better service for the library's customers.
  - ❖ To review, and if needed, revise the goals of the Harrisburg Public Library every five years in the light of new developments.

## II. Who May Use the Library

The library will serve all residents of the community and the public library system area. Service will not be denied because of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.

## III. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. The City of Harrisburg Buildings Use Code of Conduct Policy (Appendix A) states that citizens have the responsibility to use city buildings in a manner that doesn't interfere with the rights of other individuals to access or use city materials, resources and services, doesn't limit the ability of city staff to effectively conduct city business, and doesn't threaten the secure and comfortable environment of city facilities.

Prohibited conduct can include any illegal activity, and includes, but isn't limited to the prohibited conduct list in the City Buildings Code of Conduct policy (**see Appendix A**). Library

patrons may be asked to leave the Library, or they may be removed by the Linn County Sheriff's Office. Serious or repeated violations of the rules may result in a Library patron being excluded from the Library for a designated period of time. Exclusions may be appealed to the Harrisburg City Administrator.

Library Staff are trained and given staff guidelines on how to implement this policy in the Library. In most cases, patrons will be given one warning, and will be asked to behave in an appropriate manner. Library staff should contact their supervisor in order to report that they have either given a warning or have asked a patron to leave the Library for the rest of the day.

### Young children:

The Harrisburg Public Library encourages visits by young children, and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age ten must be accompanied at all times by a responsible individual. A responsible individual must be at least 12 years old. (Exceptions may be made at the discretion of Library personnel if the responsible individual is in the building). If the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

The policy in relation to young children is based on both the City's Building Use Code of Conduct policy, (Appendix A) as well as Oregon Revised Statutes: <https://www.oregonlaws.org/ors/163.545>

## IV. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

- ❖ Select, organize, and make available necessary books and materials.
- ❖ Provide guidance and assistance to patrons.
- ❖ Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- ❖ Cooperate with other community agencies and organizations.
- ❖ Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
- ❖ Lend to other libraries upon request.
- ❖ Develop and provide services to patrons with special needs.
- ❖ Maintain a balance in its services to various age groups.
- ❖ Cooperate with, but not perform the functions of, school or other institutional libraries.
- ❖ Provide service during hours which best meet the needs of the community, including evening and weekend hours.
- ❖ Regularly review library services being offered.

- ❖ Use media and other public relations mechanisms to promote the full range of available library services.

## V. Responsibilities and Authorities of the Library Board

The Harrisburg Library Board is an advisory board to the Harrisburg City Council. The general powers and responsibilities of the Library Board are defined through Harrisburg Municipal Code (HMC) Chapter 2, and specifically in HMC 2.20.040. The Library Board should review and recommend updates to this language every few years.

## VI. Volunteers and Friends

1. The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Harrisburg Public Library.
  - a) Volunteer policies and procedures are provided by the City of Harrisburg. Librarians and the Library Board may recruit volunteers to work specifically in the Library. All volunteers are subject to the City's volunteer policies, which require background checks, and orientation. No volunteer can work in the Library, or on Library Programs, without first going through this process. Training and orientation must take a place a minimum of two weeks prior to a volunteer running any library program.
  - b) Volunteers must keep track of their time on city supplied timecards specific for this purpose. The Librarians are responsible for tracking the volunteer roster, and keeping timecards.
  - c) Volunteers are not allowed to be in the Library without an employee being present.
  - d) In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.
2. The Harrisburg Library Guild (HLG) is a 501 (c) (3) non-profit group who united to plan and execute fundraisers and other events that benefit the Library. The Library Board and HLG both promote the goals of the Library. The Library Board is the only organization that has the ability to recommend to the City Council any Library policy changes or modifications to City code in relation to the Library. Only the City Council has the legal authority to set policy for the Harrisburg Library.

## VII. Personnel Policy

Library staff is city employees, and as such, are subject to the employment policies as adopted in the Harrisburg Employee Manual. HMC 2.20.040 allows the Library Board to assist in the selection process of hiring new Librarian(s) by allowing them to review finalist applications. City Administrative staff as designated by Harrisburg internal policy shall conduct applicant interviews.

## VIII. Materials Selection/Collection Development Policy

### A. Objectives

The purpose of the Harrisburg Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Harrisburg Public Library Board of Trustees and are integral parts of the policy. These are attached as Appendix B and C respectively.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised every five years.

### B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with library staff that operates within the framework of the policies determined by the Harrisburg Library Board and by the City of Harrisburg.

### C. Criteria for Selection

1. The main points considered in the selection of materials are:
  - ❖ Individual merit of each item
  - ❖ Popular appeal/demand
  - ❖ Suitability of material for the clientele
  - ❖ Existing library holdings
  - ❖ Budget
2. Reviews are a major source of information about new materials. The primary source(s) of reviews are Ingram, Barnes and Noble, Children's Reference.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

## D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, loans through the Linn Library Consortium are used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loans to satisfy the needs of our patrons, the Harrisburg Public Library agrees to lend its materials to other libraries through the same interlibrary loan network. The policies and terms of agreement in relation to interlibrary loans are defined in the Intergovernmental Agreement for the Linn Libraries Consortium, of which the Harrisburg Public Library is a member.

The Harrisburg Library also participates in the Oregon Library Passport Program. Cardholders from libraries throughout the state are allowed to receive a complimentary library card from other libraries that participate in this program. Patrons using this program in Harrisburg are required to comply with all policies of the Harrisburg Library, as though they were a regular library card holder.

## E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if needed. If they are not needed because of duplication, condition, or dated information, then library staff will dispose of them as required by city policy. The same criteria of selection which is applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted. It is desirable for gifts of or for specific titles to be offered after consultation with library staff. Book selection will be made by library staff if no specific book is requested. The Harrisburg Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor. All materials donated become the property of the City of Harrisburg Library. Library staff reserve the right to sell surplus books in formal book sales as needed to remove excess donations and materials from storage, following city policies.

## F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of library staff and is authorized by the Library Board. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials, and as required by City policy.

## G. Potential Problems or Challenges

The Harrisburg Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

## H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Harrisburg Public Library Board. Appeals of the decisions of the Library Board may be made to the Harrisburg City Council. Applicants must contact the Harrisburg City Recorder within ten (10) days following the Library Board Meeting to request to have their appeal heard by the City Council at the next regularly scheduled business meeting.

# IX. Circulation Policy

## A. Registration

1. All borrowers must be registered and must have a valid local or system patron card to borrow library materials.
2. Patrons must fill out an application form to register for a new library card.
3. Materials cannot be checked out until a library card is issued.
4. All library cards expire after one year. Patrons outside of city limits will need to pay for their cards after they have expired. In city limits, library cards will be renewed when the patron comes in requesting books.

## B. Lost or forgotten cards

1. If a patron loses their library card, they should notify the library as soon as possible and request a replacement.
2. Although presenting a card is a considerate and efficient way of checking out books, it is not necessary.

## C. Loan periods

1. 3 weeks for books.
2. Interlibrary loans are due the date indicated by the lending library.

3. Books may be renewed twice if there is not a waiting list for the title.
4. Three weeks for audiobooks, and compact discs.
5. Four days for videocassettes.
6. DVD materials are nonrenewable.

Library Staff may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

Library Patrons are limited to 40 books at a time; with one exception-two items on a subject is the limit for a known school assignment and children under 10 years of age can check out no more than 3 items at a time.

## D. Reserves

Reserves for Library materials may be placed by patrons either in person, over the phone or online. Patrons will be notified by telephone or email when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

## E. Fines and charges

There is a fine for overdue materials. A first notice is sent after the material is due, in 30 days. If the material is not returned within a 4-day grace period, then on the 5<sup>th</sup> day, a bill will be sent for the material with the cost of replacement of the material plus an administrative fee. Patrons who have been sent an overdue notice shall be denied borrowing privileges, until those overdue materials are returned or paid for if lost and/or damaged

## F. Damaged and Lost materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost plus an administrative fee equal to 25 percent (25%) of the value of the lost or damaged item. A notice (**Appendix D**) of these charges will be sent to the borrower. Any materials damaged and paid for become the property of the library patron who has paid the replacement charge. If the patron does not wish to keep the library materials, then it may be disposed of by library staff.

Failure to return or pay replacement costs for lost or damaged books will result in the loss of the use of library patron privileges for the patron and can result in a civil infraction for which the person can be cited and charged a fine in Municipal Court.

## G. Confidentiality

Public Records exempt from disclosure under ORS 192.355 (23) include the records of a library, as follows:



- ❖ Circulation records, showing use of specific library material by a named person;
- ❖ The name of a library patron together with the address or telephone number of the patron; and
- ❖ The electronic mail address of a patron.

Persons requesting a copy of records of any kind should be directed to the City Recorder of the City of Harrisburg, who is the public records official for the City.

The Harrisburg Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users

## X. Reference Service Policy

The Harrisburg Public Library:

- ❖ Will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;
- ❖ Will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);
- ❖ Will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- ❖ May refer library users to other agencies and libraries in pursuit of needed information; and,
- ❖ May use not only the Library's resources in printed form but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

## XI. Programming Policy

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as story times, films and activities on no-school days, summer library programs for children, speakers for young adults, and book or author discussion groups for adults.

The board, in conjunction with library staff, will establish a budget and goals for programming to facilitate the effective implementation of this service.

## XII. Public Relations & Complaints Policy

A. Public relations goals of the Harrisburg Public Library are:

- ❖ To promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
  - ❖ To promote active participation in the varied services offered by the library to people of all ages.
1. The Board recognizes that public relations involves every person who has connections with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.
  2. Patrons who have complaints about general library procedures, other than the collections policy, should relate those complaints to library staff. If they feel that their needs have not been addressed, then they will submit their complaint in writing to the Library Supervisor. If the patron is not satisfied with the response from the Library supervisor, they may then submit their complaint in writing to the Library Board, who will hear said complaint at the next regularly scheduled Library Board meeting. Appeals about decisions made by the Library Board may be submitted in writing within a ten-day period following their decision to the City Recorder of the City of Harrisburg, who will schedule the issue to be heard at the next regular City Council business meeting.
  3. Patrons who have complaints about library staff should submit their complaint in writing to the Library supervisor. If the patron is not satisfied with the response from the Library supervisor, they may then submit their complaint in writing to the City Administrator. The decisions of the City Administrator are made according to the City's personnel policy and are therefore final.
  4. Library staff will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the library supervisor.

### XIII. Equipment Use Policy

A computer is available to patrons on a first-come, first-served basis. Patrons will sign in to use computer. Instructions for operating hardware are displayed near the computer. There is no charge for use of the computer; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 60 minutes. An extended time will be allowed for patrons doing research, job searches and homework. Library staff is available for general assistance in using the computer. However, staff are not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

Patrons using a library computer are required to sign in at a log kept at the front desk.

Patrons will be charged for the use of any printers, or copiers, according to a fee schedule set by City Council Resolution. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

## XIV. Internet Use Policy

The Harrisburg Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The City of Harrisburg has established the Internet Use Policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet. All users must sign the log-in chart prior to beginning their session.

### Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

### Warnings:

The Internet is a decentralized, unmoderated global network; the Harrisburg Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet. The use of WIFI in the Harrisburg Library requires the user to confirm compliance with the Internet Use Policy/Disclaimer Notice (**Appendix E**) as required by the City of Harrisburg.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

### Guidelines:

- ❖ Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- ❖ Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals

- ❖ Internet use is offered in sixty (60) minute sessions on a first-come, first-served basis; each user is allowed one session—except in the case of using it for research, job search or homework.
- ❖ Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
- ❖ Users will respect the rights and privacy of others by not accessing private files
- ❖ Users agree not to incur any costs for the library through their use of the Internet service
- ❖ Users shall not create and/or distribute computer viruses over the Internet
- ❖ Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

## XVII. Public Notice Bulletin Board Policy

- ❖ Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. Library staff must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.
- ❖ Each item posted must be dated and signed. A request for return of items, along with name and telephone number of people to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

## XVIII. Disasters/Emergency Incident Policy

The Harrisburg Library is a public facility that is operated by the City of Harrisburg. As such, responses by library staff to emergencies in the Library are defined in the City's Emergency Incident Plan. Library staff is required to be trained on all emergency incident procedures and are responsible for evacuating the Library and municipal center, if they are directed to do so by the City Administrator, or incident coordinator.

The following are the main types of potential emergencies that can occur at our facilities:

- Fire
- Medical Emergency due to accidents or illness
- Environmental Emergency: windstorm, flood, earthquake, extreme temperatures
- Chemical Spills or Releases
- Bomb Threat
- Violence, including Robbery
- Terrorism as defined by the Homeland Security

Library staff and patrons evacuated due to an emergency are directed to gather on the sidewalk located on the west side of the fire station.

If staff are dealing with a localized emergency incident in the Library facility, then they should call 911 to engage emergency personnel if needed. Library staff is directed to contact their supervisor or City Hall in order to report an incident or emergency. Non-emergency incidents should be immediately reported to their supervisor.

Library staff can be directed by the supervisor, City Administrator, or City Recorder/Asst. City Administrator (HR) to complete a statement with details of any incident that occurs in the Library that has the potential of escalating into workplace violence, harassment, or that could result in complaints against the Library or the City of Harrisburg.

Please refer to City's Emergency Incident Plan, provided at the front desk, for more information. Or visit, <https://www.ci.harrisburg.or.us/administration/page/natural-hazard-mitigation-plan>

## XIX. Revision of Library Policies

The preceding statements of Harrisburg Public Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

**Date the Current Version was Adopted by the Library Board:** \_\_\_\_\_

## Appendixes:

- A. Harrisburg City Buildings Use Code of Conduct Policy
- B. Library Bill of Rights
- C. The Freedom to Read Statement
- D. Damaged Materials Letter
- E. Internet Use Disclaimer
- F. State of Concern about Library Resources Form

## Appendix A:

### Harrisburg City Buildings Use Code of Conduct

The purpose of this Citizen Code of Conduct is to maintain a safe and pleasant environment, and an efficient operation of City business in City buildings – including the Harrisburg City Hall, Library, and Justice Center. It also ensures the access for all citizens to City buildings, the safety of all users and staff, and the protection of the materials, resources, equipment and facilities.

**Citizens have the responsibility to use the City buildings in a manner that:**

- Does not interfere with the rights of other individuals to access or use City materials, resources and services;
- Does not limit the ability of City staff to effectively conduct City business; and
- Does not threaten the secure and comfortable environment of City facilities.

**Prohibited conduct** includes any illegal activity and includes, but is not limited to, the following:

- Willfully annoying, harassing, intimidating or threatening another person.
- Damaging a City building, furnishings or equipment or using furniture or equipment in a manner that could cause harm to self, others or personal or public property.
- Soliciting, campaigning, fundraising or selling, unless allowed pursuant to an executed rental agreement.
- Posting notices, posters or flyers unless on authorized bulletin boards.
- Behaving in a loud, boisterous, offensive, indecent or disruptive manner, using abusive or threatening language or gestures, fighting or threatening to fight, running, pushing, shoving or throwing things.
- Children under the age of 10 years of age must be accompanied at all times by a responsible individual who is at least 12 years old (*exceptions may be made at the discretion of City personnel if the responsible individual is in the building*). Responsibility for the safety and behavior of children while in a City building belongs to the parent or caregiver. The City staff will not act as babysitters and will assume no responsibility for children left unattended on City premises.
- Using a cell phone or other electronic device in a manner that is disruptive.
- Impeding access to the building or an area of the building or blocking passageways, doorways or aisles.
- Bringing animals into buildings, except service animals, without prior written approval of the City Administrator or designee.
- Leaving unattended personal items in the building. The City assumes no responsibility for lost, stolen, or unattended personal items. Items left longer than 5 minutes or suspicious packages, bags or materials that, in the opinion of staff, are a potential threat, may be removed from the premises without notice.

- Entering non-public areas unaccompanied by a staff member or without prior authorization from a staff member.
- Failing to exit the building at closing or not following directions from staff.
- Relocating or tampering with tables, chairs, equipment or other furniture without staff permission.
- Failing to wear appropriate clothing including footwear and shirts.
- Sleeping or loitering in public spaces without prior written approval of the City Administrator or designee.
- Eating or drinking, unless as part of an approved program, meeting room event or in designated areas.
- Using public restrooms for bathing, shaving, washing hair, changing clothes or other activities without prior written approval from the City Administrator or designee.

Anyone whose actions are prohibited conduct may be asked to leave the City facility or they may be removed from the building by the Linn County Sheriff's Office. Serious or repeated violations of the rules may result in a person being excluded from the specific City building or buildings for a designated period of time. Exclusions may be appealed to the City Administrator.



## Appendix B:

### Library Bill of Rights:

# *Library Bill of Rights*

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;

Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

## Appendix C:

### The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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## Appendix D:

### Damaged Materials Letter

Dear \_\_\_\_\_ At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

----- \$----- Current Value of Book

\_\_\_\_\_ \$ \_\_\_\_\_ (25%) Administrative Fee

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

Library Staff Member's name

## Appendix E:

### Internet Use Policy

WIFI users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet or other electronic resources. Users are expected to abide by library policies, which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

The Internet is a decentralized, unmoderated global network; the Harrisburg Public Library has no control over the content found there. The Library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

#### ADMINISTRATIVE MONITORING

The City of Harrisburg ("City") reserves the right to administratively monitor this service at all times and by using this service, you expressly consent to such monitoring. Additionally, the City's system administrators may provide evidence of possible criminal activity identified during such monitoring to appropriate law enforcement officials. If you do not wish to consent to such monitoring, exit this system now.

#### DISCLAIMER OF LIABILITY AND RELIABILITY

This service is provided on an "as is" basis. The City does not guarantee, nor make any warranties regarding, the condition or functionality of this service, its suitability for use, or that it will be uninterrupted or error-free. The City reserves the right to make changes to this service at any time without notice.

This service operates on an unsecured network connection and it may be possible for others using this service to access your computer. By agreeing to this and other statements in this agreement, you agree to hold the City harmless for any and all damage that may occur due to the use of this service.

Because this service connects to the World Wide Web, once you agree to the terms and conditions of this agreement, the City cannot control the information you access. Each individual web site has its own set of policies about what information is appropriate for public access, by which you agree to follow.

#### DISCLAIMER OF DAMAGES

By using this service, you assume all risks associated with its use, including any risk to your computer, software or data being damaged by any virus, software, or any other file that might be transmitted or activated via access to the service. The City shall not be liable for any special, incidental, or consequential damages, including, without limitation, lost revenues or lost profits, resulting from the use or misuse of this service.

#### INDEMNIFICATION

As a condition of use of this service, you agree to indemnify the City, its elected officials, officers, employees and agents against any and all liability, expenses (including reasonable attorney fees) and damages arising out of claims resulting from your use or misuse of this service.

#### DISCLAIMER OF ASSOCIATION

You acknowledge that no joint venture, partnership, employment or agency relationship exists between you and the City as a result of this agreement or use of this service. You agree that you will not hold yourself out as a representative, employee or agent of the City and the City shall not be liable for any representation, act or omission on your part.

#### DISCLAIMER OF ENDORSEMENT

References to any specific commercial products, process or service by trade name, trademark, manufacturer, provider or otherwise that are obtained through use of this service do not constitute or imply an endorsement or recommendation by the City. Views and opinions referenced in any document accessed through use of this service do not necessarily state or reflect those of the City and shall not be used for advertising or product endorsement purposes.

#### JURISDICTION AND VENUE

This agreement is governed by the laws of the State of Oregon and venue of any litigation arising under this agreement shall be in the circuit court of Linn County, Oregon.

#### SEVERABILITY

If any provision of this agreement is determined to be illegal, invalid or unenforceable, that provision shall be enforced to the maximum extent possible to most closely match the intent of the original provision and the legality, validity and enforceability of the remaining provisions shall not be affected or impaired.

BY CLICKING 'CONTINUE'; YOU ARE HEREBY AGREEING TO THESE TERMS AND CONDITION

## Appendix F:

### Form: Statement of Concern About Library Resources

Harrisburg Public Library

#### STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Resource on which you are commenting:

_____ Book	_____ Audio-visual Resource
_____ Magazine	_____ Content of Library Program
_____ Newspaper	_____ Other

Title: \_\_\_\_\_

Author/Publisher or Producer/Date: \_\_\_\_\_

1. To what do you object? Please be as specific as possible.
2. Have you read or listened or viewed the entire content? If not, what parts?
3. What do you feel the effect of the material might be?
4. For what age group would you recommend this material?
5. In its place, what material of equal or better quality would you recommend?
6. What do you want the library to do with this material?
7. Additional comments:



## **Chapter 2.20**

### **PUBLIC LIBRARY**

#### **2.20.010 Public Library reestablished.**

The City Library is reestablished under the provisions of ORS 357.400 through 357.621. It shall continue to be known as the City of Harrisburg Public Library. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 1, 1996.]

#### **2.20.020 Library Board members – Terms.**

1. The Library Board shall consist of five members. At the expiration of the term of any member of the Library Board, the Mayor and Council shall appoint a successor for a term of four years. In case of vacancy on the Library Board, the Mayor, with the Council concurring, shall appoint a new member to fill the unexpired term of the member whose office is vacant. Terms of members shall be on a rotation basis to expire one each year, except the fourth year when two shall expire.

2. Succeeding appointees shall hold office from July 1st in the year of their appointment.

3. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again after an interval of one year.

4. Patrons of the library who are nonresidents of the City may be appointed to the Board. However, not more than two members shall be nonresidents.

5. Library Board members shall submit names of proposed Board members to the City Council and Mayor for their approval. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 2, 1996.]

#### **2.20.030 Duties of officers.**

1. Chairperson. The chairperson shall preside at all meetings of the Board, set the agenda, and conduct all business brought before the Board.

2. Vice Chairperson. The vice chairperson shall serve in the absence of, and assume all duties of, the chairperson and any other duties as may be assigned by the chairperson.

3. Secretary. The City Recorder/Assistant City Administrator shall serve as secretary to the Board and keep the record of its action. [Ord. 964 § 1 (Exh. A), 2018; Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 3, 1996.]

#### **2.20.040 Library Board general powers.**

The Library Board shall be an advisory board and shall have no executive or administrative powers or authority, and this chapter shall not be construed as depriving elected or appointed

officials of the City of any power they have under the laws of the State or the Charter of the City. The Board shall have powers and duties as follows:

1. Assist in the selection process of selecting and appointing a librarian. The Library Board shall review all finalist applications. City administrative staff as designated by Harrisburg internal policy shall conduct applicant interviews and in making a recommendation to the City Administrator;
2. Formulate rules and policies for the governance of the library;
3. Advocate for the library budget, as well as for library events and programs;
4. Recommend types of library services for the City and its vicinity;
5. Recommend policies and procedures conducive to efficient and effective operation of the library;
6. Review any complaints received from library patrons as set forth within the library ~~collections~~ policy handbook, convene to discuss said complaints, and provide a report of disposition and appeal procedures;
7. Review and recommend terms for contracts and working relationships with other public agencies regarding library services. [Ord. 944 § 1 (Exh. A), 2016; Ord. 817, 2004; Ord. 711 § 4, 1996.]

#### **2.20.050 Meetings.**

The meetings of the Board shall be held every other month. Special meetings of the Board may be called at the request of the chairperson ~~or librarian's, library supervisor, City Administrator, or their designee~~. All members will be notified in advance of any special meeting date. ~~A quorum shall be three voting members of the Board. Business may be conducted by a majority vote of those present at meetings where a quorum is present.~~ All Board members are considered eligible to vote. [Ord. 944 § 1 (Exh. A), 2016; Ord. 938 § 1 (Exh. A), 2015; Ord. 711 § 5, 1996.]

**Commented [ME1]:** A quorum shouldn't be stated as a specific number unless the board members are various in number. ORS defines what a quorum is, based upon elected and appointed officials.

#### **2.20.060 Vacancies and removal.**

Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed upon a decision of the Library Board, with approval of the City Council after hearing, for misconduct, ~~misfeasance, malfeasance~~, or nonperformance of duty. A member who is absent from three consecutive meetings or more than one-half of the scheduled meetings during a one-year period without an excuse approved by the chairperson or ~~vice chair~~ city staff is presumed to be in nonperformance of duty and the City Council may declare the position vacant unless extenuating circumstances are determined at a hearing. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 6, 1996.]

#### **2.20.070 Conflict of interest.**

A member of the Board shall not participate in any vote of the Board in which any of the following has a direct or substantial financial interest: the member or the spouse, brother, sister, child, parent, father-in-law, or mother-in-law of the member; any business in which the member is then serving or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting of the Board where the action is being taken. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 7, 1996.]

### **2.20.080 Gifts and bequests.**

The Board may solicit and receive gifts and bequests and real or personal property or funds (other than fees and fines) to benefit the library.

All property or funds shall be held in the name of the City, and each donation shall be administered by the City in accordance with its terms. Funds donated to the library shall be turned over to the City immediately upon receipt and be placed in a general donation account or as designated by the donor to the designated donation account. Funds in these accounts may only be expended after they have been properly budgeted or approved by the City.

Donated funds shall be used for improvements in addition to, and not in lieu of, the normal support provided to operate the library out of the City general fund. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 8, 1996.]

### **2.20.090 Internal administrative policies and procedures.**

The City Administrator shall be the fiscal and internal administrative agent for the Harrisburg Public Library and the library shall operate in conformance with City administrative procedures, including those pertaining to the following:

1. Receipt, disbursement, and accounting for monies.

2. ~~The Library Board shall elect a chairperson and vice-chair at the beginning of each fiscal year. Officers. Library Board members shall elect the following officers during the June Board meeting, to serve for one year: chairperson, vice chairperson, and secretary.~~ [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 9, 1996.]

**Commented [ME2]:** With an every other month schedule starting in July, the typical meeting year would end in the month of May. The board has the ability to request additional meetings. It makes better sense to simply elect the new officers at the beginning of each fiscal year.

### **2.20.100 Library rules and regulations.**

In accordance with area libraries, the Library Board of the City of Harrisburg shall establish fines and dues. These fines and dues shall be adopted by the City Council by resolution. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 10, 1996.]

**Commented [ME3]:** The secretary is now the City Recorder, who doesn't need to be appointed.

### **2.20.110 Detention of, or damage to, library materials.**

1. If library materials are checked out and not returned by the due date, a fine shall be imposed for each past due item each day until returned. The amount of the fine shall be established by City Council resolution.

2. If any library materials are detained more than 30 days past the due date, a notice shall be emailed, mailed or delivered to the person responsible stating:

a. The name or description of library materials that need to be returned;

b. The date the materials must be returned by, which shall be a minimum of five days after mailing or delivery of the notice; and

~~c. That failure to return the library materials by the date stated will result in a civil infraction for which the person can be cited and charged a fine of up to \$500.00 per item per day.~~

**Commented [ME4]:** Moved below.

3. Payment of a fine or civil infraction penalty for overdue materials shall not relieve the responsible person of their obligation to return the library materials.

4. In the event that library materials are lost or damaged, the responsible person shall pay the replacement cost of the item, plus an administrative fee equal to 25 percent of the value of the lost or damaged item. Materials that are damaged/lost and paid for become the property of the library patron who has paid the replacement charge. If the person does not wish to keep the Library materials, then it may be disposed of by Library staff.

~~5. Failure to return or pay replacement costs for lost or damaged books will result in the loss of the use of library patron privileges for the patron and can result in a civil infraction for which the person can be cited and charged.~~

**Commented [ME5]:** The Library Board has decided that one patron shouldn't be responsible for everyone else in the household. (Should the 8-year old be responsible for the actions of the 15 year old child or adult who doesn't return their overdue materials?) Parents doing the right thing will generally want their child to have their borrowing privileges intact, and will typically pay

~~No person residing at a dwelling where a person is responsible for past due library materials or unpaid fines shall be allowed to check out any library materials until all past due materials are returned or paid for and fines paid.~~ [Ord. 944 § 1 (Exh. A), 2016; Ord. 906 § 1, 2012; Ord. 711 § 11, 1996.]

~~6. That failure to return the library materials by the date stated will result in a civil infraction for which the person can be cited and charged a fine of up to \$500.00 \$50 per each violation.~~

**Commented [ME6]:** The fine of \$500 is completely exorbitant, and should be reduced to the lowest fine the City has. A violation applies to each piece of library materials that are checked out by the patron.

**ORDINANCE NO. 971****AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 2.20**

WHEREAS, the Harrisburg City Council established a Public Library through Harrisburg Municipal Code Chapter 2.20; and,

WHEREAS, the Library Board has recommended that the City Council amend Chapter 2.20 to account for recent changes in Library Policy; and,

WHEREAS, the City Council will be adopting via resolution a new Library Policy Handbook that corresponds to HMC 2.20;

NOW THEREFORE, THE CITY OF HARRISBURG ORDAINS AS FOLLOWS:

**Section 1.** The Harrisburg Municipal Code 2.20 is amended as shown by the provisions contained in **Exhibit A**.

PASSED by the Council this 10<sup>th</sup> day of December 2019.

APPROVED by the Mayor this 10<sup>th</sup> Day of December 2019.

EFFECTIVE the 10<sup>th</sup> Day of January 2020.

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Mayor Duncan

ATTEST:

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City Recorder

## **Chapter 2.20 PUBLIC LIBRARY**

### **2.20.010 Public Library reestablished.**

The City Library is reestablished under the provisions of ORS 357.400 through 357.621. It shall continue to be known as the City of Harrisburg Public Library. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 1, 1996.]

### **2.20.020 Library Board members – Terms.**

1. The Library Board shall consist of five members. At the expiration of the term of any member of the Library Board, the Mayor and Council shall appoint a successor for a term of four years. In case of vacancy on the Library Board, the Mayor, with the Council concurring, shall appoint a new member to fill the unexpired term of the member whose office is vacant. Terms of members shall be on a rotation basis to expire one each year, except the fourth year when two shall expire.

2. Succeeding appointees shall hold office from July 1st in the year of their appointment.

3. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again after an interval of one year.

4. Patrons of the library who are nonresidents of the City may be appointed to the Board. However, not more than two members shall be nonresidents.

5. Library Board members shall submit names of proposed Board members to the City Council and Mayor for their approval. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 2, 1996.]

### **2.20.030 Duties of officers.**

1. Chairperson. The chairperson shall preside at all meetings of the Board, set the agenda, and conduct all business brought before the Board.

2. Vice Chairperson. The vice chairperson shall serve in the absence of, and assume all duties of, the chairperson and any other duties as may be assigned by the chairperson.

3. Secretary. The City Recorder/Assistant City Administrator shall serve as secretary to the Board and keep the record of its action. [Ord. 964 § 1 (Exh. A), 2018; Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 3, 1996.]

### **2.20.040 Library Board general powers.**

The Library Board shall be an advisory board and shall have no executive or administrative powers or authority, and this chapter shall not be construed as depriving elected or appointed

officials of the City of any power they have under the laws of the State or the Charter of the City. The Board shall have powers and duties as follows:

1. Assist in the selection process of selecting and appointing a librarian. The Library Board shall review all finalist applications. City administrative staff as designated by Harrisburg internal policy shall conduct applicant interviews and in making a recommendation to the City Administrator;
2. Formulate rules and policies for the governance of the library;
3. Advocate for the library budget, as well as for library events and programs;
4. Recommend types of library services for the City and its vicinity;
5. Recommend policies and procedures conducive to efficient and effective operation of the library;
6. Review any complaints received from library patrons as set forth within the library policy handbook, convene to discuss said complaints, and provide a report of disposition and appeal procedures;
7. Review and recommend terms for contracts and working relationships with other public agencies regarding library services. [Ord. 944 § 1 (Exh. A), 2016; Ord. 817, 2004; Ord. 711 § 4, 1996.]

### **2.20.050 Meetings.**

The meetings of the Board shall be held every other month. Special meetings of the Board may be called at the request of the chairperson, librarian's, library supervisor, City Administrator, or their designee. All members will be notified in advance of any special meeting date. All Board members are considered eligible to vote. [Ord. 944 § 1 (Exh. A), 2016; Ord. 938 § 1 (Exh. A), 2015; Ord. 711 § 5, 1996.]

### **2.20.060 Vacancies and removal.**

Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed upon a decision of the Library Board, with approval of the City Council after hearing, for misconduct, or nonperformance of duty. A member who is absent from three consecutive meetings or more than one-half of the scheduled meetings during a one-year period without an excuse approved by the chairperson or city staff is presumed to be in nonperformance of duty and the City Council may declare the position vacant unless extenuating circumstances are determined at a hearing. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 6, 1996.]

### **2.20.070 Conflict of interest.**

A member of the Board shall not participate in any vote of the Board in which any of the following has a direct or substantial financial interest: the member or the spouse, brother, sister, child, parent, father-in-law, or mother-in-law of the member; any business in which the member is then serving or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting of the Board where the action is being taken. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 7, 1996.]

### **2.20.080 Gifts and bequests.**

The Board may solicit and receive gifts and bequests and real or personal property or funds (other than fees and fines) to benefit the library.

All property or funds shall be held in the name of the City, and each donation shall be administered by the City in accordance with its terms. Funds donated to the library shall be turned over to the City immediately upon receipt and be placed in a general donation account or as designated by the donor to the designated donation account. Funds in these accounts may only be expended after they have been properly budgeted or approved by the City.

Donated funds shall be used for improvements in addition to, and not in lieu of, the normal support provided to operate the library out of the City general fund. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 8, 1996.]

### **2.20.090 Internal administrative policies and procedures.**

The City Administrator shall be the fiscal and internal administrative agent for the Harrisburg Public Library and the library shall operate in conformance with City administrative procedures, including those pertaining to the following:

1. Receipt, disbursement, and accounting for monies.
2. The Library Board shall elect a chairperson and vice-chair at the beginning of each fiscal year. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 9, 1996.]

### **2.20.100 Library rules and regulations.**

In accordance with area libraries, the Library Board of the City of Harrisburg shall establish fines and dues. These fines and dues shall be adopted by the City Council by resolution. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 10, 1996.]

### **2.20.110 Detention of, or damage to, library materials.**

1. If library materials are checked out and not returned by the due date, a fine shall be imposed for each past due item each day until returned. The amount of the fine shall be established by City Council resolution.



2. If any library materials are detained more than 30 days past the due date, a notice shall be emailed, mailed or delivered to the person responsible stating:

a. The name or description of library materials that need to be returned;

b. The date the materials must be returned by, which shall be a minimum of five days after mailing or delivery of the notice; and

3. Payment of a fine or civil infraction penalty for overdue materials shall not relieve the responsible person of their obligation to return the library materials.

4. In the event that library materials are lost or damaged, the responsible person shall pay the replacement cost of the item, plus an administrative fee equal to 25 percent of the value of the lost or damaged item. Materials that are damaged/lost and paid for become the property of the library patron who has paid the replacement charge. If the person does not wish to keep the Library materials, then it may be disposed of by Library staff.

5. Failure to return or pay replacement costs for lost or damaged books will result in the loss of the use of library patron privileges for the patron and can result in a civil infraction for which the person can be cited and charged. [Ord. 944 § 1 (Exh. A), 2016; Ord. 906 § 1, 2012; Ord. 711 § 11, 1996.]

6. The failure to return the library materials by the date stated will result in a civil infraction for which the person can be cited and charged a fine of up to \$50 per each violation.

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

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**THE MATTER OF PROVIDING TECHNOLOGY SERVICES FOR THE CITY OF HARRISBURG**

**STAFF REPORT:**

**ACTION: MOTION TO AUTHORIZE THE INTERIM CITY ADMINISTRATOR TO ENTER INTO A FUTURE AGREEMENT WITH COBALT COMPUTER SERVICES INC. TO MANAGE OUR IT NEEDS.**

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**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 the City establish an agreement with Cobalt Computer Services, Inc. to function as our primary IT service provider while still utilizing the existing OCWCOG contract, as it may be amended, furnish additional IT support when needed or when there exists a cost benefit to the city.**

**BACKGROUND INFORMATION:**

Issues Related to COG IT Support:

- 1) COG has only one, maybe two people to help with the more difficult issues, Cobalt has four.
- 2) There have been many occasions when we needed help, but COG was too busy to help us. We certainly understand that we are not their only client. But it was a very high number of times that this happen. And there have been times when they do not call us back when we don't get resolution to an issue.
- 3) Our City Hall employees have all noticed a major difference in service levels as well as a feeling that we have more expertise and better support with Cobalt.
- 4) We are still using Cobalt for our DNS Hosting, Hosted Email, Office 365, Secure DNS and Cloud backup. COG was supposed to transition those to services to their site and hadn't done so at the end of fiscal year 2018-2019, so we continued with Cobalt.
- 5) On October 22, 2019, I discovered that our SonicWall firewall had not been updated for over a year. This is a security risk we cannot have.

6) Kaspersky is not an antivirus program that makes the city comfortable. There are better antivirus solutions.

7) The overall expertise and customer service are far better with our former IT company, Cobalt Computer Services.

Rates:

Cobalt- \$115.00 an hour when under contract.

OWCOG-

Technology Services Manager- \$115.22 an hour

Network Support Specialist- \$117.95 an hour

Information Support Specialist- \$99.14 an hour

Workstation Support Specialist- \$85.57

Technology Support Specialist- \$77.39

One issue that we don't have with Cobalt is that all their Support people can perform high-level tasks. I believe that is not the case with COG. I think they only have one or maybe two people that can do the high-level tasks. When we need that kind of support, it is so important that we get it right away. If a server or even a workstation is down, every minute it takes to get it back up costs us money. Down computers stop just about everything in our business.

Our budget for computer services is \$13,450 for FY 2019-2020. We have currently spent \$7,554.40 of that amount. The main cost was for the provided services that are paid for on an annual basis with Cobalt. This switch will not cause significant budget issues. We only use the service when necessary. We try to address minor issues ourselves.

I worked for HP for 10 years prior to my employment with the City. In the 10 years there, I had a lot of interaction with the IT department. Steve, Cobalt's owner, is better than anyone I worked with there. And he has staff members that are very good as well. I have seen a significant difference in the expertise that Cobalt offers compared to OWCOG.

The City does not propose that we don't use COG. We just would prefer to have Cobalt be the primary resource to manage our IT needs. We would still call upon COG as needed as they may agree.

MOTION (If desired):

*I move to authorize the Interim City Administrator to enter into a future agreement with Cobalt Computer Services Inc to manage our IT needs.*

REVIEW AND APPROVAL:

John Hitt  
Interim City Administrator

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

3.

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**THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

- Exhibit A: City Council Minutes for September 10, 2019
- Exhibit B: City Council Work Session Minutes for September 24, 2019
- Exhibit C: Payment Approval Report for November 2019
- Exhibit D: Library Board Minutes for August 8, 2019

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

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

1. The City Council Minutes for September 10, and September 24, 2019.
2. The payment approval report for November 2019

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

**STAFF RECOMMENDATION:**

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

**BACKGROUND INFORMATION:**

**Construction Permits:**

November: Submitted: 6  
Issued: 3

Please note: A new home was submitted in the month of October but was not noted in the previous agenda. The permit is still in plan review, so no valuations are yet available.

**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.

3.

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

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

**Business Licenses Issued:** Pending – 1 Home occupation, and 1 solicitation

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

**Library Board: Chairperson; Cassandra Barney**

The Library Board meets on an every other month basis but has been meeting more frequently this summer.

The minutes from August 8, 2019, are attached.

The minutes from November 14, 2019, are not yet available.

*Next Scheduled Meeting: January 9, 2020*

**Personnel Committee: Chairperson; Kimberly Downey**

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

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

*Next Scheduled Meeting: TBD*

**Planning Commission: Chairperson; Todd Culver**

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

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

*Next Scheduled Meeting: December 17, 2019 (The meeting is likely to be cancelled).*

**MOTION (If necessary):**

*I move to approve the consent list.*

**REVIEW AND APPROVAL:**



12.03.19

Michele Eldridge

Date

Asst. City Administrator



## Harrisburg City Council Business Meeting Minutes September 10, 2019

The Harrisburg City Council meeting was opened at 6:36pm. Presiding was Mayor Robert Duncan. Councilors present: Kimberly Downey, Robert Boese, Adam Keaton, and Randy Klemm. Absent were Councilors Mike Caughey and Charlotte Thomas. Staff members present were City Recorder/Asst. City Administrator Michele Eldridge, Public Works Director Chuck Scholz, and Finance Officer Tim Gaines.

Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

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

### RESOLUTIONS

#### **THE MATTER OF ADDING GOVERNMENT WATER RATES TO THE CURRENT WATER RATES SCHEDULE BY APPROVING RESOLUTION NO. 1221 AND SETTING AN EFFECTIVE DATE OF OCTOBER 1, 2019.**

- After hearing the staff report; Keaton **motioned to approve Resolution No. 1221, "A RESOLUTION AMENDING WATER RATES RESOLUTION NO. 1215, BY REPLACING AND ESTABLISHING NEW GOVERNMENTAL SERVICE RATES AND SETTING AN EFFECTIVE DATE."** He was **seconded by Downey**, and the City Council voted unanimously to approve Resolution No. 1221, and thereby establishing new governmental service rates in order to compensate for the larger meters now present at the school.

### NEW BUSINESS

#### **THE MATTER OF DISCUSSING AND APPROVING A SECOND ADDENDUM TO THE SALE AGREEMENT AND RECEIPT FOR EARNEST MONEY FOR THE 100-ACRE PARK**

**Staff Report:** Eldridge presented the staff report and explained that after sending a formal letter to Knife River, indicating that the City was ready to close on October 1<sup>st</sup>, as originally agreed upon, that it was discovered that the partition had not yet been done on the property. Because the property is located outside the city limits, the Linn County Planning Commission is the agency who must approve the partition. This must take place prior to any property being sold. She had contacted Jeff Steyaert at Knife River and had asked them how they would be addressing the fact that the terms required in Section 1 of the Addendum sale agreement would not be met. Knife River then provided a proposed second addendum, asking for an extension of the closing date, as

September 10, 2019

allowed by the agreement. The timeframe is based upon the timing of the Linn County Planning Commission.

- Jeff Steyaert, representing Knife River, was in the audience, and noted that the partition has now been formally submitted to the Linn County Planning Commission.
- Eldridge continued with the staff report, noting that the City appreciated receiving the \$20,000 that had been requested, and as required by the first addendum; and had done so as of the prior week. Staff wanted to confirm how long the reclamation process can take, since it is not addressed in the original agreement or in either addendum.
- Steyaert told the City Council that their intent is to complete the reclamation as quickly as possible. DOGAMI (the Department of Geology and Mineral Industries) was responsible for approving the amount of sloping required in the reclamation. This is a medium scale reclamation and should be done relatively soon. The longest run they have ever had was in Beaverton, where it took 3 years to finish the reclamation process. He had handed out a copy of the reclamation permit, which has been provided to the Council. (Addendum No. 1).
- Mayor Duncan asked if they would be completed with that by December?
- Steyaert told him that's it's a smaller scale of slope on the ponds, but it would bite into the next calendar year.
- Mayor Duncan expressed his disappointment about this. It's been more than 10 years since we started this process. You asked for another ten years, but we asked for it to be done in 5. The partition was supposed to have been done already. Bill Morris would never have done this to us. The Mayor was very leery of the reclamation process and would prefer a firm date on the reclamation. While he realized that our hands are tied, he is still saddened, hurt, and disappointed that we aren't able to take possession of the property as agreed upon.
- Steyaert told him that the partition was a separate process, so it had been surveyed, and has now been submitted. He felt that the process would be complete by the closing date on the new addendum.
- Boese also expressed that he was disappointed to hear about the delay. The plans have been drawn out, and people are excited about this property. Lots of people have told him that they are very anxious to have access to this property. We thought that the date was set in stone. As the Mayor has already stated, he knows our hands are tied, but he is very disappointed in the delay.
- Steyaert said that Knife River has filed the reclamation plans and depending upon the approval for the slope of the ponds, and DOGAMI's approval, we should be able to proceed with the reclamation right away. He wanted to point out too, that they will be planting approximately 210 trees as part of this process.
- Keaton said that he wasn't on Council when the original agreement was made, so he doesn't have the same time invested as others here. He would like to know if the City has received the \$30,000.
- Eldridge confirmed that it was noted in the report, and that we had received the full amount.
- Downey said that she was really emotional about this, as all of us are.
- Klemm said that we've been waiting a long time for this property. It was given to us to make the City a better place. He shared the frustration expressed by Mayor Duncan and Councilor Boese, about the dates being extended. People are asking us about the park, and we have to be able to answer them with a level of confidence that it will be done soon. There is a sense of urgency here, since we've



September 10, 2019

been waiting for the property since the recession began. It seems like there has been adequate time for the partition to be completed, and for the transfer of ownership to take place. He would like to make certain that this can be completed by December 31<sup>st</sup>.

- Eldridge noted that she had also expressed some concern about liability issues in relation to this. Steyaert had provided them with a copy of the bond on the property, and she had been in contact with our risk insurance providers about whether it was adequate for the city.
- Boese asked if Steyaert had a firm date for the reclamation to be completed?
- Steyaert said that it was likely to take about a month and a half from when DOGAMI approves the plan; once they confirm the slopes we need, we can get started, and then can replant the property.
- Downey asked if he can guarantee how long it will take?
- Steyaert said that it looked pretty good for them to be done within that month and a half.
- Downey said that she was really disappointed in this being extended.
- Steyaert said that he will take it (the criticism).
- Klemm said that it feels like it's not high on their priority list.
- Boese asked if there was a list of things that still needed to be completed.
- Steyaert said that they will be operating for a little while longer. But after DOGAMI approves the reclamation permit, they would be switching to that process.
- Mayor Duncan asked if there were fish in the ponds.
- Steyaert said that there are in the south pond, and there is a culvert that leads to the north pond. That channel remains open when there is free flow of water.
- Eldridge noted that the reclamation permit requires them to monitor the banks, revetment and stream buffers.
- **Klemm then motioned to authorize the City Administrator or his designee to sign the second addendum to the Sale Agreement and Receipt for Earnest Money for the 100-acre park. He was seconded by Downey. The City Council then voted unanimously to approve the motion, and which extended the closing date for the 100-acre park to Dec 31, 2019.**

#### **THE MATTER OF APPROVING AN IGA BETWEEN THE CITY AND OREGON CASCADES WEST COUNCIL OF GOVERNMENTS (OCWCOG) FOR CITY ADMINISTRATOR RECRUITMENT ASSISTANCE.**

- **Downey motioned to approve the IGA between the City and OCWCOG for City Administrator Recruitment Assistance. She was seconded by Klemm. The Council then voted unanimously to approve the IGA between the City and OCWCOG for recruitment services for the next City Administrator.**

#### **OLD BUSINESS**

#### **THE MATTER OF DISCUSSING THE ENHANCED LAW ENFORCEMENT BID FROM COBURG AND JUNCTION CITY POLICE DEPARTMENTS.**

**Staff Report:** Eldridge summarized the findings in the staff report. She noted that at the last meeting, that the City Council spoke with Sheriff Yon, and she felt that we came to a better understanding of what both the City and LCSO wants out of our current relationship. However, she also knew that it was a priority for the City Council to obtain additional traffic enforcement services in the City. If the City Council wishes to proceed with the process of obtaining additional traffic

September 10, 2019

enforcement services, then the previous City Administrator had already made a recommendation to sign an IGA with the City of Coburg.

- Klemm noted that there really wasn't much difference between the bids that were provided.
- Boese agreed, and said that technically, Coburg was \$200 less than Junction City. He was in favor of getting the agreement going.
- Keaton said that there were some differences between the two organizations. He was disappointed in the results of the response. He was happy that in the last meeting with the Sheriff, and that he did a much better job in responding to us. That might have been intentional, but he felt it was much less formal, less stiff, and far better than before. However, they didn't even get half of the hours (of traffic enforcement) that they were supposed to in the last report. They only had 19.75 hours of traffic enforcement. He thinks that Coburg will be more responsive; they do show a solid training record.
- Boese liked the thoroughness of the response.
- Keaton thought that the Sheriff had made a good presentation.
- Downey agreed, and said that she appreciated that presentation. The Sheriff comported himself better. She is impressed that he will work with us. She would love to have a deputy designated to us, but he apparently can't do that. She wonders that we couldn't get retired deputies, like Junction City and Coburg have, that could work closer with us.
- Mayor Duncan said that's actually been suggested over the years.
- Downey was in favor of having another meeting with him. He did say that it's hard for the deputies to differentiate between traffic and other procedures, and thought it was maybe a reporting issue.
- Keaton said that there would never be perfect accuracy. If they did a percentage of time, he thought it would work in their favor.
- Scholz said that he lived in the community that the Sheriff had talked about. He can tell them that the problems that he stated Monroe was having, was actually from him hearing from his counterpart in Benton County. In Junction City, they would all be paid officers, but in Coburg, they only have reserves. The reserve officers have to pay for their own uniforms and training. He liked that it would assist them in that.
- Boese said that he wasn't impressed by the presentation that was given, but he saw a difference in how it was presented.
- Downey just wished that we were able to get the services we needed from LCSO; she was really surprised by the results of the last report from them.
- Boese then **motioned to approve the bid from the Coburg Police Department, and to authorize the City Administrator or their designee to create an IGA for Council Approval. He was seconded by Keaton. The City Council then voted unanimously to approve the bid from the City of Coburg Police Department, which once approved, would obtain an additional 20 hours of traffic enforcement services for the City of Harrisburg.**
- Downey noted later in the meeting, (following the consent list vote) that in relation to this issue, that she was originally not prepared to make a decision; but she had done so because of what was shown in the report. It's important to her to have it noted in the public record that she is open to changing her mind.

**THE MATTER OF APPROVING THE CONSENT LIST**

- Keaton **motioned to approve the consent list and was seconded** by Klemm. **The City Council then voted unanimously to approve the consent list. Approved, was the following:**
  1. The payment approval report for August 2019
  2. The City Council minutes of July 22, 2019

**THE MATTER OF AUTHORIZING THE MAYOR TO SIGN THE EMPLOYMENT AGREEMENT BETWEEN THE CITY OF HARRISBURG AND INTERIM CITY ADMINISTRATOR JOHN HITT**

- Downey **motioned to Authorize the Mayor to sign the Employment Agreement as Proposed Between the City of Harrisburg and Interim City Administrator John Hitt. She was seconded** by Klemm, and the **City Council voted unanimously to approve the employment agreement as stated within the agenda.**

**OTHER ITEMS**

- Eldridge informed the Council that the Pacific Northwest Marathon was returning to town for the 2<sup>nd</sup> year. Brian had been told that they weren't holding it this year, but we were contacted by them the weekend before Brian's last day. Because it has a tourism impact, she made sure to accommodate them, and came in on Saturday to run the GIS and send out notices to everyone within 300' of the race routes. That notice was sent to approximately 150 households. The ordinance requires a minimum of ten days notification and provides the ability for property owners to respond. That deadline will fall only two days ahead of the actual race day.
- Eldridge then notified Council that we had just received a packet from Republic Services with this year's rate increase. Last year, Council had a visit from representatives that couldn't answer their questions, and they asked for Julie Jackson, the Operations Manager, to come to Council to explain the 5.6% increase that was charged last year. This year, there is only a 2.4% increase being proposed. Would Council like her to contact Julie and ask her to be at a future Council meeting to discuss this increase with them?

Council was concerned about the increase, even though it was less than the previous year. Downey asked if there was any way to look at a different company providing garbage services. Eldridge told her that she could look at the franchise agreement and determine what we were allowed to do. Keaton suggested that we look at a private company who takes care of garbage in Sweet Home, and perhaps check with Sanipac and Junction City garbage services as well. He was on the solid waste advisory board, so felt that there were likely other areas that could perhaps provide services for Harrisburg. Eldridge noted that she is approached on an annual basis by Gheen Irrigation, who always had an issue with what was charged to our industrial companies for garbage collection. She would look into this and bring it to a future meeting. Council suggested that she might want to let Republic Services know that we were doing this.

- Eldridge had also been informed that OCWCOG Executive Director Fred Abousleman had given his notice and was planning on moving back to the east coast. His contract required him to give them several months before leaving, but they would be looking for a new director in the meantime.
- Eldridge then told City Council that this coming weekend, there was a fun event in town, at the Harrisburg gallery, with J & S Art. Shelley Roenspie was holding an

September 10, 2019

open house, which included a book signing, as well as getting to meet the artists represented in the gallery. Snacks and music would also be provided.

- Eldridge, who apologized for having so many others, said that we were also working on a letter to send to the Linn County Planning Commission. She had been notified by the attorney we hired to review the OCWCOG contract (due to a conflict from our city attorney also being their attorney) that we should be concerned about the changes Linn County was making to their shared spaces with UGB's around cities. Albany, and another city were both filing letters in opposition. She had talked with Jim Brewer, the City attorney about it, and he agreed that we should likely file something with the county in order to preserve our rights. The City hadn't had a chance to review the letter and determine how exactly it would affect us.
- Council consensus was to agree with that action.
- Finally, Eldridge indicated that the Main Street Conference was being held in Tillamook this year, in the first weekend of October. We are required to send at least one person per year to the conference in order to maintain our standing. She suggested that if any of the Councilors would like to go with her to the conference, that it was one of the least expensive that she typically see's, and the hotel was extremely affordable as well; there were still funds left for council training. She told Council to contact her by the end of the following week if they wanted her to reserve a spot and hotel room for them.
- Tim Gaines then said that he was looking into the possibility of getting tablets for Council to use, that they could keep their agendas and city business on. The prices were becoming more affordable every year. He asked if Council would be interested in this?
- Consensus by Council was yes, they would appreciate that.
- Eldridge said that it was a terrific way for them to keep track of the city email, and city business, so it didn't cross over into their personal lives. We would need to create a policy for how to protect both the City, and the Councilors, in the use of the tablet, but that it would be easy to do.

**With no further business to discuss, the City Council adjourned at the hour of 8:07pm.**

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Mayor

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City Recorder

Oregon Dept. of Geology & Mineral Industries  
Mineral Land Regulation & Reclamation Program  
229 Broadalbin St. SW  
Albany OR 97321-2246  
(541) 967-2039

CC: Thopper Schure  
Fred Smolberg  
Gretchen Phipps  
State Note.  
\* please review & file Jeff

3.

**OPERATING PERMIT -- Renewal**  
**ISSUED SUBJECT TO ANY LISTED CONDITIONS**

|||||

Knife River Corp. NW - Tangent  
32260 Old Highway 34  
Tangent OR 97389-9770

ID No.: 22-0038  
County: Linn  
Section: 16  
Twp: 15S  
Range: 4W  
Site Name: McNutt Site

This permit shall be in effect, unless revoked or suspended for cause, from the date of issuance and shall remain in effect so long thereafter as the Permittee pays the annual fee to renew the permit, complies with the provisions of ORS 517.750 through 517.955 as applicable, the Rules as promulgated to administer the Oregon Mined Land Reclamation Act, the approved reclamation plan, and any conditions attached to this permit, and maintains a performance bond as required by the Act.

Issuance of this permit is not a finding of compliance with state-wide planning goals or the acknowledged comprehensive plan. The applicant must receive land-use approval from local government before using this permit.

NOTE: Reclamation plans may be modified per ORS 517.831 and OAR 632-(030) and (035)-0035.

CONDITIONS: (Conditions may be appealed per OAR 632-030-0056 or OAR 632-035-0050. If an appeal is made, this permit is invalid until the condition(s) appealed is/are resolved and the permit reissued.)

The Permittee must:

1. establish and maintain riparian vegetation within the 200-foot excavation setback from the Willamette River.
2. annually monitor the stability of the channel bank, revetment and stream buffer. Site conditions must be documented by establishing photo points and collection of field notes to evaluate if the mainstem of the river is migrating towards the high flow channel along the right (east) channel bank. The monitoring information will be submitted to DOGAMI upon request. Amend the hydraulic stability plan (bank sloping and revegetation) upon request by DOGAMI if site conditions indicate lateral channel migration may cause capture of the south cell by the river, destabilize the stream buffer or undermine the revetment.
3. not create above water cutslopes nor below water cutslopes to a depth of 6 feet below ordinary low water steeper than 3:1 (H:V) during mine or reclamation activities.
4. not discharge any storm water into the Willamette River or side channels without first obtaining a DEQ 1200A permit.
5. not mine until June 1 of any year when flooding of the river enters the south mine pond.
6. leave the slide gate for the fish culvert open any year when flooding from the river enters the south mine pond.
7. annually monitor the success of the stream buffer and pond bank plantings and file a report with DOGAMI by July 1, 2015 detailing the status of the stream buffer and pond bank plantings. Additional reports must be submitted every subsequent 5 years until the revegetation plan is fully implemented.
8. conduct maintenance grading as needed or required by DOGAMI to insure the fish egress channel allows open access to the river until June 1 of any year.
9. replace gated fish culverts with open channel(s) during final reclamation of the south pond.
10. maintain vehicle access to the power transmission lines and provide a 75 foot radius setback from the edge of excavation and all towers.
11. conduct no mining, filling or mining related activity within the perpond pit area under the DOGAMI Operating Permit.

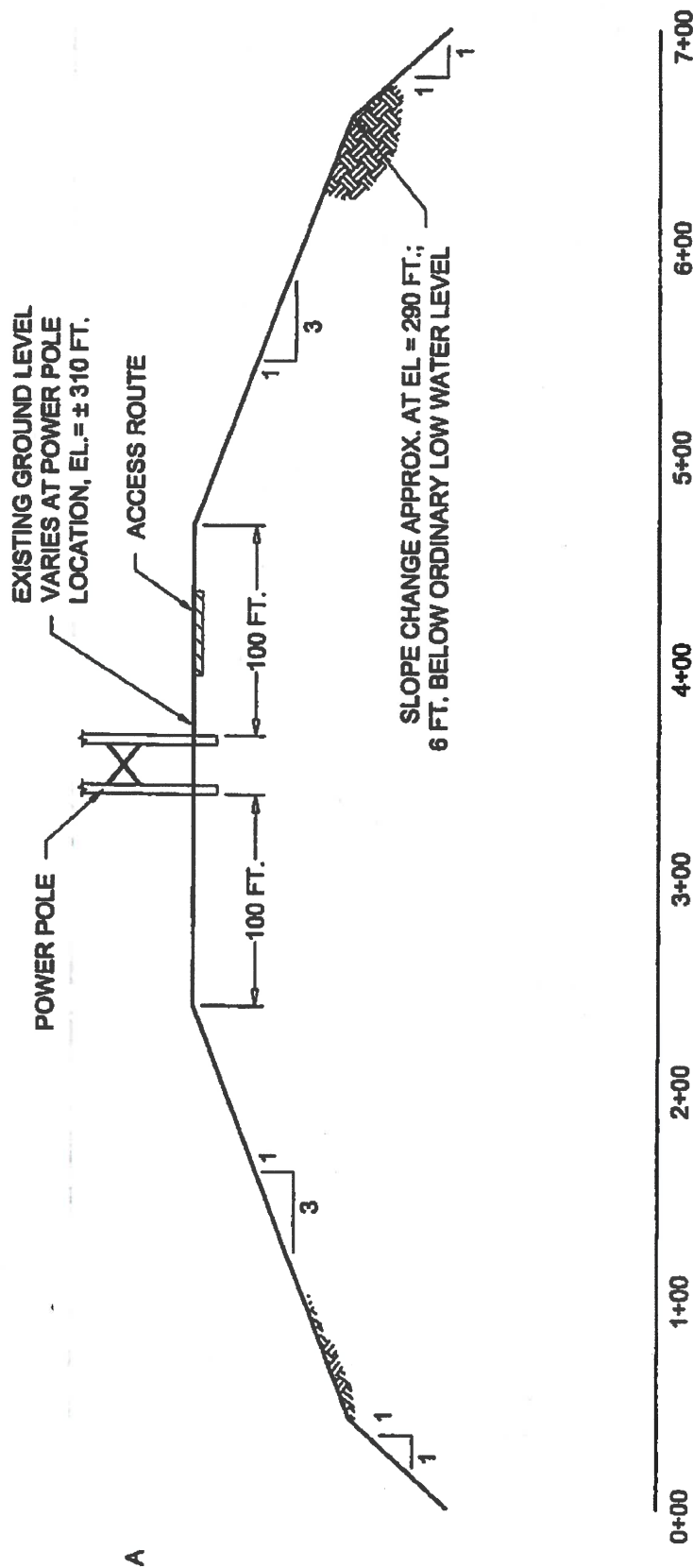
Noted

Issued 9/3, 2019

Vaughn Balzer  
Reclamationist

**RENEWAL IS REQUIRED BY JULY 31, 2020**

c: Linn County Planning Department  
Oregon State Parks & Recreation Resource Management & Planning Salem



LEGEND

FIGURE 2  
POWER POLE ISLAND CROSS SECTION



PROJECT: ORMB110

DATE: 11/22/2011

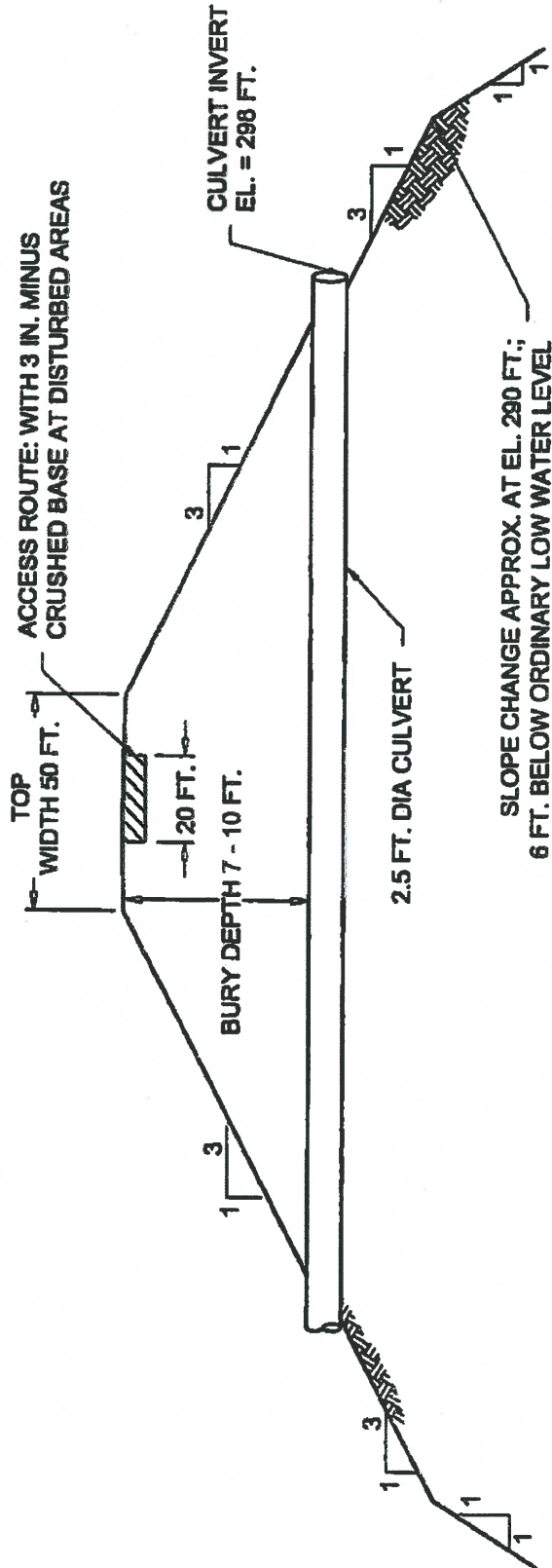
SIGN/DRAWN: CMJ/SOM

CHECKED: CMJ

VISIONS:

E: ORMB110\_FISH CHANNEL DETAILS.DWG

TOP OF ACCESS ROUTE EL. = ±310 FT.  
VARIES WITH EXISTING GROUND LEVEL



0+00 0+50 1+00 1+50 2+00 2+50 3+00 3+50

PROJECT: ORMB110

DATE: 11/22/2011

DESIGN/DRAWN: CMJ/SOM

CHECKED: CMJ

VISIONS:

E: ORMB110\_FISH CHANNEL DETAILS.DWG



FIGURE 3  
ACCESS ROUTE AND CULVERT  
INSTALLATION MCNUITT SITE

LEGEND









## City Council Work Session Meeting Minutes September 24, 2019

The Harrisburg City Council met in a regularly scheduled work session on this date at 6:37pm. Presiding was Mayor Robert Duncan. Also present were Mike Caughey, Kimberly Downey, Robert Boese, and Adam Keaton. Absent were Councilors Randy Klemm, and Charlotte Thomas. Staff present were Interim City Administrator John Hitt, and City Recorder/Asst. City Administrator Michele Eldridge.

Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

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

### NEW BUSINESS

#### LCSO REPORT SUMMARY FOR AUGUST 2019

**LCSO Report:** Lieutenant Michelle Duncan was present and reviewed the report from the August. She noted that they had 185 complaints that were investigated, including some adults that were cited and arrested, as well as juveniles. After noting the 19.75 hours provided for traffic in August, she stated that they are having a tough time with deputies reporting traffic hours correctly. They are being super honest about their activities. If they are out looking for crimes, they don't typically think of it as being for traffic as well. If somebody does something that is breaking the law, including traffic violations, then they will stop someone. But they often don't count it as traffic.

- Downey asked about traffic citations. If they had 28 total citations and warnings, how much time did they spend in those? Perhaps we could figure it out that way.
- Lieutenant Duncan said that if it's a simple warning, or citation, it could only be ten minutes. However, if they stop someone, and that person has a warrant, or perhaps they are a DUII, then you are looking at an hour taking them to jail, and hour of going through processing, and an hour back to town. It could take at least 3 hours. DUII's are even more complicated, as you spend an hour on scene with them, then take them to jail; where there is a longer set of processing. That typically takes blowing into a breathalyzer, and if they refuse to blow, then you have a whole other process could be required, including going to a hospital for a blood draw, requiring search warrants, or perhaps there is a DMV hearing, and the deputy has to articulate the issue, with the probable cause for the stop, and DUII, and the DMV could decide on suspension. Then you have actual trials, which include motions to suppress evidence, which often happens. She's been on a stand for over 3 hours, just on a motion to suppress evidence. One DUII has the potential to take 30 to 40 hours of time for a deputy, and that's from one traffic stop. Those are things people don't see, and it's not that we are

not capturing all hours; we are trying to do what you want, but we are missing something. It's hard to put into a quantitative report.

- Downey said that it probably wouldn't even be in the reports.
- Lieutenant Duncan agreed. It can really vary in time. If there isn't a warrant, or other issues, then a traffic violation/citation can take 5 to 15 minutes.
- Mayor Duncan asked if with the adults arrested, was that for warrants, or actual citations?
- Lieutenant Duncan wasn't certain about warrants. Quintin was one of them, but another was a theft, and a DUII. There might be a warrant or two. They use the computer system, but it's difficult for them to know city contract issues. As an example, an arrest in Harrisburg, but for a crime committed in a different city, could show up on arrests in Harrisburg. Sometimes, someone could get a violation outside city limits, but then don't get stopped until they are inside the City. They will give their stop location, and dispatch knows where they are at, but sometimes those will be on your report, when they aren't committing that violation in the City. They try to give you the best information, but there are things that come up. You aren't the first city who has those questions; she's answered this for other cities as well.
- Caughey complimented Lieutenant Duncan; her conversation just now was the best he has ever heard from LCSO, for what really goes on when the deputies are in the field. We would have had a different perspective on some of the issues we've brought up in the past, if we had that explanation given to us.
- Lieutenant Duncan appreciated that. There is room for improvement; they are always striving to do better. Sometimes, your perspective is completely different from theirs. You have a completely different perspective of what it takes to get the job done.

Downey asked if it was ok for someone to call her, and was told absolutely, it was. Downey thought perhaps it was the fact that Lieutenant Duncan also knew how the contract works. Lieutenant Duncan agreed, and said that she likes to be informed, and know what is stated. That was the whole point of the restructuring that LCSO went through. There are one or two people on shift, who has knowledge of what's in the contract, and of what the City wants. Downey said that's important to be able to talk to someone about this; if we look at this and it says 19.75 hours of traffic, it feels like it doesn't mean anything to LCSO when we say we want traffic. If we can talk to someone, then we can get a better grasp of how it operates. She asked if there are so many citations and warnings, then how could they do that in 19 hours? It didn't jive with the numbers that are here. Lieutenant Duncan reiterated that was part of the disconnect prior to the re-organization. With 287 hours, she wants to know what was covered. If deputies are giving out citations and warnings, then people drive better. If deputies are on graveyard, and drive through, then you don't have as many break-ins. But they can have only one car in town every hour, and there are 3 deputies that are dedicated to different teams, and they are sometimes on graveyard.

Downey asked about the real crimes that occurred. Lieutenant Duncan said you've had more lately. We had the DUII, from the male from Eugene, who crashed into the pole and took down the power for part of town. There was a couple that were criminal mischief. There was a burglary, which occurred because the business wasn't completely secured; money was taken. There are several mail thefts that occur each month. They arrested a female from Washington who was shoplifting at the Dollar General. The Church on Smith St. was broken into twice in August. They also contacted several juveniles who were out after curfew. They try not to be too heavy handed. However, in August, there were a group of juveniles who were doing property crimes. There was a possible prostitution, which was more suspicion than actual proof. They had a crash at 3<sup>rd</sup> & LaSalle, with a conflicting story, plus reports of possible illegal camping at the river gravel

September 24, 2019

bar; we walked the river and didn't find anything. Caughey told her that we see a lot of comment on Facebook pages. There are always comments about illegal camping in and around the boat ramp, and in the northern end of the park. Lieutenant Duncan asked for more information on those, more specifics. She walked the City Council through the arrest of Quintin Reddington, and how we ended up being able to arrest him. Downey asked about that being a federal crime, and if he was charged for that, but Lieutenant Duncan told her that we don't have that power. You must be federally sworn in to charge someone with federal crimes. We have state authority. He was still in jail as of this time, although potentially, it could be heard in October. It depends on the level of crime he is charged with. He was arrested for nine counts of mail theft. She hoped that the arrests would start trickling down to other people, who may hesitate before committing future crimes. Caughey hoped that was the case too! She then handed out her business card to members of the City Council, so they could contact her directly.

### **THE MATTER OF INTERVIEW TRAINING WITH RYAN SCHULZE FROM OCWCOG**

**OCWCOG Presentation:** Ryan Schulze showed a PowerPoint (Please see Addendum No. 1) presentation, which went over the main points he wanted to accomplish today, specifically with what could be illegal, and how Council should be presenting themselves. He also handed out some tips for interviewing (Please see Addendum No. 2). He suggested that Council work towards being super friendly and try to alleviate some of the stress of interviewing. That can include a welcome sheet and sharing some of the basic interview questions. You will be evaluating the competencies of the people you are interviewing, so how they answer the questions can give you good insight on how they operate. Council agreed that being more inclusive with the set up for the interview would be a good thing. Boese asked if there should be a time limit and conveyed the never-ending phone interview we had with a candidate. Schulze told him yes, you could convey that up front. He then made suggestions for how a round robin should be done, and how important it was to make eye contact, while others were capturing answers. He wanted to make sure Council understood that if a candidate shared details that we aren't allowed to ask, that we make sure that the candidate knows that we can't legally use that information, and to be prepared for the unexpected. You should stop them, and redirect them, by saying something like we appreciate you sharing that, but it's something we can't consider for this position. Downey thought that someone applying to be the City Administrator should be well aware of what the law is and isn't going to share information they shouldn't. Schulze said it would be a poor display of judgement if they did. He warned about being really clear about information that they shouldn't be sharing, so that somebody can't come back and say that's why you didn't hire me.

Mayor Duncan asked if John Hitt was intimidated at all, during our interview for the interim position. Hitt said not at all. If you are interviewing for a City Administrator, then this is the environment for which you are interviewing. You are in front, with your feet in the fire; and that's part of the job. You were very welcoming, both in here, and then out there. He felt amongst friends. But he was also in a nice position, of not really needing the job if he didn't get hired, it is more stressful for someone who needs it. Schulze reminded Council that they can ask for more information from a candidate when asking a question, such as asking them to elaborate on an answer. You can ask those follow up questions. 80% of what you do will be listening. You can ask questions to clarify, paraphrase or summarize their point to check for understanding. You can ask for more detail, what role they played, what their level of responsibility was, and what specific tasks they took on. Some people are really good at schmoozing, so if everything seems wonderful, ask questions about what didn't work for them, or what did they learn from that situation.

Schulze warned them about rater errors and focusing on first impressions. They shouldn't allow strong judgments to influence the rest of the interview. Take time to evaluate that candidate, against the criteria you are hiring for. Council asked various questions of Schulze, including how to

work with competencies. He strongly suggested that the panel lead holds the document, and that everyone together evaluates each question on the related competencies. If they don't exhibit a competency, they don't get that point. If they can do their job, and it was adequate, they get one check mark. If they are proficient, and can teach it, then they should get two. That person goes above and beyond. Council decided then to change our rating system to 1, 2 and 3. 1 would be someone who couldn't do that job task, 2 is someone who can do it, and 3 is that person who can teach it. Council asked what to do if someone scored higher than the other in an interview, but the person who scored one point lower, seemed a better fit. Schulze told them that you need to justify what things during the interview made that person better than the other. As long as you can justify it with objective criteria, then that is what you need to do. Then, you follow up when doing reference checks. If you had an impression that someone wouldn't work as well with staff, then you ask a specific question related to that. Mayor Duncan asked about it being public record. Eldridge added that interviews are done in executive session. However, Schulze pointed out that it's discoverable, if you have action brought against you. People can make a living off of bringing these things up. You don't bring up religion, or disability, age, ethnicity or race, to give just a few examples of what you don't ask. If they bring something up, you can ask if they can perform the duties, with or without accommodation. We say that this something we don't consider, that won't influence our evaluation of you. If you are offered the job, and you need accommodation, then we will address that at the time. Council discussed the ways that this could be addressed for some time.

Mayor Duncan liked the fact that Schulze will be with us during the interview, and that he can pick things up really well. Schulze said that generally, at this level of position, you don't see many people taking advantage of deficiencies in the system. Those are generally at lower levels. Council then discussed the different way someone can answer a question, and to use impromptu questions, to drill into their experience, and find out how to test their knowledge in certain situations. Council liked the idea of sharing some of the questions with the applicant ahead of time and wanted to make sure that we did that. Schulze reminded them that they could have one really top candidate, or they might have several. If they have a number of good people, then you can decide if you want another round of interviews, or perhaps we do a reference check on all candidates and have that be a deciding factor. Downey asked him about having the community come in to talk with the finalists. Schulze said it wasn't a bad idea to get input. Downey thought it could be used if they had two finalists that scored fairly evenly. Hitt did like that process. You invite citizens to the meeting. You ask the candidates to share a little bit of their background, and can ask them to answer questions, and the audience members rate the candidates. Those answers aren't necessarily what you are looking for; you are typically looking for how well the candidate responds to the questions from the public.

Boese said that if we have 3 finalists, should we fly them in to interview? He knew that we had phone and Skype available, but it always seems like you are missing something. Downey said that we had considered a person when Brian was hired; that person was from the Midwest. We were going to fly them out, but they accepted another job. Keaton wouldn't mind doing that, plus reasonable hotel, etc., for someone, considering the relative salary, and the scope of the job. Others agreed with him but felt we shouldn't do that for more than three people. Schulze again reminded Council that people are often targeting lower management positions, if they are looking for mistakes, because people aren't on their guard as much for those. People are typically rushing to fill a vacancy, and don't pay attention. Be realistic and be prepared.

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

Downey thought that the Personnel Meeting will likely meet before October 14<sup>th</sup>, although we don't know when yet. She thought it would be better to review the questions at that time, and to decide which questions to share with the applicants. She invited Schulze to come to that meeting if

September 24, 2019

he would like. Schulze said that he could look at his schedule. He doesn't send notices to candidates that we aren't considering you as a candidate, until after the position is filled. That way, if someone backs out of consideration, you can go back to the candidate pool. That's better than saying 'no thanks', but then 'we changed our minds'. Caughey noted that he was in Kauai on October 9<sup>th</sup>, and consensus was to hold the Personnel Committee meeting on that date, so Mike could participate via phone. Eldridge also shared the competencies with the City Council and with Schulze, that would be used during the interview. (Please see Addendum No. 3).

**OTHER ITEMS:**

- Hitt said that he was following up with Republic Services, in relation to the franchise agreement. We can only seek to amend the agreements in odd years, so this is the year to ask if they would consider reducing their five-year notification of separation requirement. His experience is that they likely won't. He's looked at this type of thing twice before. Most privately owned companies will not respond to a RFP, and will say that isn't their turf, rather than actually responding to the RFP.
- Mayor Duncan asked if that would be the case with Junction City?
- Eldridge told him no, that would be handled through an IGA, and wasn't the same as a privately-owned company.
- Hitt then said that he had contacted Knife River. What they gave us wasn't a copy of the reclamation plan. It was a copy of the operating permit. He called DOGAMI, who told him that there were long term requirements, and inspections, including inspections that would need to be done periodically. Then we should also stipulate that somebody has to pay to bring them into performance, and that it shouldn't be us.
- Downey was concerned about being a little too hard on Jeff Steyaert.
- Mayor Duncan wasn't sure he was too hard on them. He was still upset that we don't have a copy of the reclamation plan.
- Boese agreed.
- Hitt said that the operating permit makes reference to the reclamation plan. Its possible those references are in combination, but the document doesn't say that.
- Mayor Duncan said it was a fine line to be mad at somebody, but still want to work with them. Working with a corporation is different than working with a family owned company like Morse Brothers had been.
- Eldridge said that she sent Steyaert an email and complimented him on his level of professionalism at the meeting.

**With no further business to discuss, the work session was adjourned at the hour of 8:29pm.**

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**Mayor**

---

**City Recorder**



# Recruitment Interviewing & Selection

Section 1 of the Manager's Manual

“I am convinced that nothing we do is more important than hiring and developing people. At the end of the day you bet on people, not on strategies.”

- Lawrence Bossidy, *General Electric*

# Recruitment Cycle

Vacancy  
Update PD  
Evaluate  
Competencies

Develop  
Recruitment  
Strategy based on  
desired  
competencies

Conduct Interviews  
, select top  
candidate(s), check  
references

Make an offer and  
conduct background  
check

Manage  
Performance and  
development

Recruitment is  
NOT:

- ▶ A one time event
- ▶ A waste of time
- ▶ Something to be rushed

Recruitment IS:

- ▶ An ongoing process
- ▶ A valuable investment



# Appointment Types

Probationary Period  
(Trial Service)



Limited Term



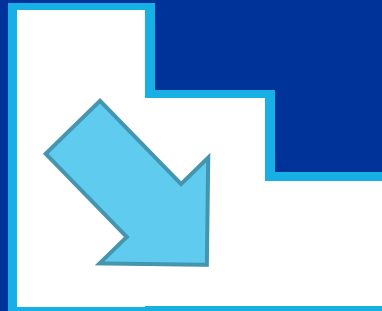
Temporary



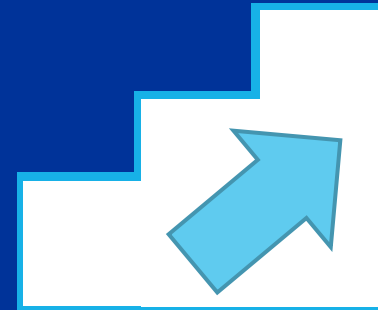
Regular



Demotion



Promotion



Advertising

Social Media

Internships

Career Fairs

Word-of-Mouth

Networking

Campus Recruiting

Informational Interviews



Outreach

# Conducting the Interview

3.

- Create a welcoming environment
- Be prepared for the unexpected
- Ask for specifics
- Be objective



# Let them do the talking!

As the interviewer, you  
should spend the interview:

80%

Listening

20% Talking

# Interviewing Tips

# Need more information



- Ask Follow-up Questions to clarify.
- Paraphrase or Summarize their point to check for understanding.
- Ask contrary questions if needed

# Avoid Rater Errors



## Halo Effect

Generalizations based on one or more strong aspects of the individual.

## Positive Leniency

Tendency to overrate people



## Negative Leniency

Tendency to underrate people



## Central Tendency

Tendency to rate all people in the middle



# Avoid Rater Errors

## First / Recent Impressions

Strong early/recent judgments influencing the rest of the interview



## Similar to Me

Rating individuals similar to you higher



## Contrast Effect

Comparing candidates to each other instead of the job requirements

# Use Objective Criteria

## Facilities Manager Competencies Evaluation

Panel Members:

Date:



Candidate	Contract Management	ADA Facilities	Collaboration	Supervision	Veteran/Disabled Veteran	Total

\*Add columns for the number of competencies being evaluated

For Each competency award a check mark for adequate skill level and two for proficient skill level

Vets preference should be one check mark and two checkmarks for disabled Vet



# They said what???

- ▶ What do you do when these thing come up?
  - ▶ Religion
  - ▶ Disability
  - ▶ Age
  - ▶ Ethnicity/Race



# Final Questions?



OCWCOG HUMAN RESOURCES  
**Panelist Interview Instructions**  
Regular/Limited Term/\*Temporary Position

**Panelists should remember the following when assessing a candidate during an interview:**

- Remain objective throughout the process
- Welcome candidates as if they are guests
- Honor everyone's time by keeping to the schedule
- Take good notes that will help evaluate the candidate's strengths and concerns\*
- Maintain confidentiality
- Work at understanding other panelist views
- Treat all candidates fairly and equally

**Panelists should avoid the following when assessing a candidate during an interview:**

- Talking about the candidates before the initial discussion takes place
- Small talk that encourages candidates to reveal information about the candidate's personal life
- Allowing the mind to drift
- Rater errors:
  - Halo and horns effect: letting one great accomplishment or one failing sway the whole interview
  - Positive, negative or central leniency: grading everyone high, low or in the middle
  - First impressions: not allowing thoughts to change based on first impressions
  - Contrast effect: comparing to everyone else
  - Personal stereotypes: allowing personal bias to sway thinking
  - Similar to me: staying in a personal comfort zone
- Origin of a name

- Age or date of birth
- Religion
- Race or color
- Ancestry
- Gender or sexual preference
- Candidate's family life or situation
- Marital status
- Height, weight, physical or mental health history
- Ownership of a car
- Financial status
- Where the candidate lives (other than to confirm the address)
- Birthplace or citizenship (once hired, the candidate will complete an I-9 form, however; the panel should not discuss this topic)
- Disability (except to ask all candidates if they can perform the duties with or without reasonable accommodation)
- Education (can ask only as it relates to the position and can ask about languages spoken if they relate to the position)
- Asking the person to explain absences from the workforce or what they do in their spare time (helps to avoid information about personal life)
- Conviction and arrest record (the interview is not the time to discuss this information. The candidate may be subject to a criminal background history check if statute, Executive Order or an applicable CBA permits the agency to do so)
- Relatives (other than whom to notify in case of emergency, asked after hire)
- Union, political or other affiliations with organizations
- Military experience (unless the candidate presents the experience or training as relevant to the job).

**Panelist Tips for Presenting Interview Questions:**

Don't talk too much. Remember, talk 20% of the time and listen 80%.

Don't be too quick to judge. If you do not understand something the applicant says, paraphrase or summarize the point to check your understanding.

Ask follow-up questions if you do not understand the candidate's response to an interview question or if you need more information about the response. It is not necessary to pose the same follow-up question to each applicant.

Look for the positive or what's right in the candidate. Give each candidate a real chance at the job.

Cover all questions before you finish.

Be silent as the candidate formulates a response to questions.

Do not tell the candidate during the interview whether or not the candidate will get the job.

**\*All written notes are maintained in the recruitment file and follow the Records Retention Schedule. Recruitment notes are considered public record and are subject to public disclosure.**

City

Manager Competencies Evaluation

Panel

Members:

Date:

Candidate	Preparation and Research	Team work	Self Evaluation	Financial Knowledge	Collaboration	HR	Vision	Municipal Courts	Grant Writing	Interpersonal Communication	Technical Scenario	General Planning	Economic Develop-ment	Veteran/ Disabled Veteran	Total

\*Add columns for the number of competencies being evaluated

For Each competency award a check mark for adequate skill level and two for proficient skill level

Vets preference should be one check mark and two checkmarks for disabled Vet

## Report Criteria:

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>3901</b>						
3901	Amanda Pelkey	OCT 2019	Mileage Reimbursement	10/31/2019	14.27	24-60-2800
Total 3901:					14.27	
<b>1206</b>						
1206	Analytical Lab & Consultants	120321	Water Testing	10/31/2019	183.00	51-65-4200
1206	Analytical Lab & Consultants	120424	Water Testing	10/31/2019	57.00	52-65-4200
1206	Analytical Lab & Consultants	120649	Water Testing	10/31/2019	162.00	52-65-4200
1206	Analytical Lab & Consultants	120745	Water Testing	10/31/2019	72.00	52-65-4200
1206	Analytical Lab & Consultants	121115	Water Testing	10/31/2019	162.00	52-65-4200
Total 1206:					636.00	
<b>2405</b>						
2405	Branom Instrument Company LLC	INV/2019/3676	Misc W/S Exp	10/31/2019	660.00	52-65-4600
Total 2405:					660.00	
<b>3773</b>						
3773	CenturyLink	OCT 2019	Phone Bill	10/31/2019	44.91	52-65-3500
3773	CenturyLink	OCT 2019	Phone Bill	10/31/2019	46.56	52-65-3500
3773	CenturyLink	OCT 2019	Phone Bill	10/31/2019	45.90	51-65-3500
3773	CenturyLink	OCT 2019	Phone Bill	10/31/2019	41.86	51-65-3500
3773	CenturyLink	OCT 2019	Phone Bill	10/31/2019	46.56	52-65-3500
3773	CenturyLink	OCT 2019	Phone Bill	10/31/2019	44.25	52-65-3500
3773	CenturyLink	OCT 2019	Phone Bill	10/31/2019	46.56	52-65-3500
3773	CenturyLink	OCT 2019	Phone Bill	10/31/2019	41.86	10-69-3500
3773	CenturyLink	OCT 2019	Phone Bill	10/31/2019	44.91	52-65-3500
Total 3773:					403.37	
<b>3797</b>						
3797	Chuck Scholz	NOV 2019	Per Diem	11/01/2019	71.00	51-76-2300
3797	Chuck Scholz	NOV 2019	Per Diem	11/01/2019	71.00	52-76-2300
Total 3797:					142.00	
<b>2939</b>						
2939	Cobalt Computer Services, Inc.	16784	Computer Hardware	10/31/2019	135.00	40-65-8050
2939	Cobalt Computer Services, Inc.	16842	Computer Service	10/31/2019	40.00	40-65-8015
2939	Cobalt Computer Services, Inc.	16970	Computer Hardware	10/31/2019	165.00	40-65-8050
Total 2939:					340.00	
<b>2720</b>						
2720	Comcast	OCT 2019	Internet Service	10/31/2019	238.35	10-60-2000
2720	Comcast	OCT 2019 LIB	Internet Service	10/31/2019	109.13	24-60-2525
2720	Comcast	OCT 2019 P/W	Internet Service	10/31/2019	108.42	51-65-3550
2720	Comcast	OCT 2019 P/W	Internet Service	10/31/2019	108.43	52-65-3550

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 2720:					564.33	
<b>3695</b>						
3695	Cutting Edge Concrete Cutting LL	12444	Concrete Cutting	10/31/2019	1,425.00	23-75-7100
Total 3695:					1,425.00	
<b>3896</b>						
3896	Delapoer Kidd PC	1715	Attorney Fees	10/31/2019	225.00	10-42-2500
Total 3896:					225.00	
<b>2952</b>						
2952	Dell Marketing L.P.	XK4X198W2	Computer Purchase	10/31/2019	1,335.75	23-70-2500
Total 2952:					1,335.75	
<b>3672</b>						
3672	Department of State Lands	NOV 2019	Stale Checks	11/15/2019	93.15	10-1200
Total 3672:					93.15	
<b>1000</b>						
1000	DEQ	WQ20DOM-08	Sewer Misc. Expense	10/31/2019	2,081.00	52-65-5000
Total 1000:					2,081.00	
<b>2282</b>						
2282	EARTH20	060672	Bottled Water	10/31/2019	24.00	10-53-2200
2282	EARTH20	060672	Bottled Water	10/31/2019	2.49	10-53-2200
2282	EARTH20	060672	Bottled Water	10/31/2019	4.00	10-53-2200
2282	EARTH20	159038	Bottled Water	10/31/2019	30.60	10-53-2200
2282	EARTH20	159038	Bottled Water	10/31/2019	2.49	10-53-2200
2282	EARTH20	248655	Bottled Water	10/31/2019	4.00	10-53-2200
Total 2282:					67.58	
<b>1946</b>						
1946	Ferguson Waterworks	0810658-1	P/W Misc. Expense	10/31/2019	4,549.26	51-78-7400
1946	Ferguson Waterworks	0810658-1	P/W Misc. Expense	10/31/2019	4,549.26	52-78-7400
1946	Ferguson Waterworks	0814262	P/W Misc. Expense	10/31/2019	8,870.18	52-65-4600
1946	Ferguson Waterworks	0817734	P/W Misc. Expense	10/31/2019	2.20	51-65-4600
1946	Ferguson Waterworks	0817743	P/W Misc. Expense	10/31/2019	137.79	51-65-4600
1946	Ferguson Waterworks	0817750	P/W Misc. Expense	10/31/2019	88.35	51-65-4600
Total 1946:					18,197.04	
<b>3697</b>						
3697	Fewel, Brewer & Coulombe	101560	Attorney Fees	10/31/2019	506.00	10-42-2500
3697	Fewel, Brewer & Coulombe	101561	Attorney Fees	10/31/2019	275.00	10-42-2500
Total 3697:					781.00	
<b>3853</b>						
3853	Forestry Suppliers Inc	612003-00	Misc P/W Exp	10/31/2019	255.48	52-65-4600



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3853:					255.48	
<b>1218</b>						
1218	Grainger	9320120158	Misc. P/W Supplies	10/31/2019	180.44	52-65-4600
1218	Grainger	9320120166	Misc. P/W Supplies	10/31/2019	24.48	10-72-4000
Total 1218:					204.92	
<b>2271</b>						
2271	Home Comfort Heating & A/C	22330	Misc Exp	10/31/2019	142.80	10-72-4000
Total 2271:					142.80	
<b>1220</b>						
1220	Hurd's Custom Machinery, Inc.	23206	Public Works Supplies	10/31/2019	62.13	10-72-4000
1220	Hurd's Custom Machinery, Inc.	23422	Public Works Supplies	10/31/2019	22.91	10-72-4000
Total 1220:					85.04	
<b>1101</b>						
1101	Ingram Library Services	42329465	Library books	10/31/2019	89.49	24-60-2000
1101	Ingram Library Services	42492994	Library books	10/31/2019	77.81	24-60-2000
1101	Ingram Library Services	42510668	Library books	10/31/2019	78.82	24-60-2000
Total 1101:					246.12	
<b>1221</b>						
1221	Jerry's Home Improvement	697154	Misc Public Works Supplies	10/31/2019	337.41	10-72-4000
1221	Jerry's Home Improvement	697572	Misc Public Works Supplies	10/31/2019	77.93	10-72-4000
1221	Jerry's Home Improvement	697887	Misc Public Works Supplies	10/31/2019	89.40	41-78-8170
1221	Jerry's Home Improvement	699228	Misc Public Works Supplies	10/31/2019	165.94	10-72-4000
Total 1221:					670.68	
<b>3432</b>						
3432	John Deere Financial	1732488	Misc P/W Exp	10/31/2019	8.84	11-45-3000
Total 3432:					8.84	
<b>3683</b>						
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	7.85	10-60-2400
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	89.99	23-75-7100
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	10.28	24-60-2800
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	15.99	24-60-2800
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	13.97	23-75-7100
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	220.36	24-60-2800
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	199.98	23-75-7100
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	61.98	23-75-7100
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	32.58	24-60-2800
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	39.98	24-60-2800
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	103.99	23-75-7100
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	11.98	24-60-2800
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	24.69	10-53-2000
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	62.35	10-60-2400
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	99.99	23-75-7100
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	42.96	24-60-2800

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	50.00	10-53-2000
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	11.00	10-53-2200
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	61.39	24-60-2700
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	50.96	24-60-2800
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	13.99	24-60-2700
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	15.99	23-75-7100
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	20.99	24-60-2800
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	9.70	24-60-2800
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	13.52	24-60-2800
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	23.99	10-60-2300
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	167.09	51-76-2300
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	167.10	52-76-2300
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	73.80	11-43-2000
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	4.28	51-65-4600
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	4.29	52-65-4600
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	74.75	51-76-2300
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	74.75	52-76-2300
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	116.32	51-76-2300
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	116.33	52-76-2300
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	149.14	51-76-2300
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	149.14	52-76-2300
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	8.44	51-76-2300
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	8.45	52-76-2300
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	80.00	10-53-2200
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	8.95	10-53-2200
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	120.00	10-53-2000
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	10.00	10-53-2200
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	10.00	10-53-2400
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	283.75	10-53-2200
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	30.40	10-53-2200
3683	Keybank N.A.	OCT 2019	Misc Credit Card Charges	10/31/2019	399.99	52-65-4000
Total 3683:					3,319.44	
<b>3770</b>						
3770	Keyhole Locksmith, The	80061	Misc P/W Exp	10/31/2019	405.60	10-72-4000
Total 3770:					405.60	
<b>1225</b>						
1225	Linn County Building Dept.	OCT 2019	Building Permit Fees	10/31/2019	1,171.07	10-50-2000
Total 1225:					1,171.07	
<b>1227</b>						
1227	McKinley Printing Company	2527	Business Cards	10/31/2019	80.00	10-53-2200
Total 1227:					80.00	
<b>2644</b>						
2644	Net Assets	54-201910	Lien Searches	10/31/2019	87.00	10-53-2250
Total 2644:					87.00	
<b>1962</b>						
1962	NW Electrical Construction	4685	PW Misc. Expense	10/31/2019	135.00	52-65-4600
1962	NW Electrical Construction	4704	PW Misc. Expense	10/31/2019	208.60	10-72-6700

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 1962:					343.60	
<b>1245</b>						
1245	One Call Concepts, Inc.	9100383	Locates	10/31/2019	14.40	51-65-4600
1245	One Call Concepts, Inc.	9100383	Locates	10/31/2019	14.40	52-65-4600
Total 1245:					28.80	
<b>1862</b>						
1862	Oregon DMV	27756975	Record Inquiry	10/31/2019	.70	10-42-2800
Total 1862:					.70	
<b>2863</b>						
2863	ProPet Distributors, Inc.	127571	Doggy Bags	10/31/2019	488.35	10-72-6700
Total 2863:					488.35	
<b>2927</b>						
2927	Staples Business Advantage	3425335569	Office Supplies	10/31/2019	28.47	10-60-2300
2927	Staples Business Advantage	3425335569	Office Supplies	10/31/2019	28.46	51-74-2400
2927	Staples Business Advantage	3425335569	Office Supplies	10/31/2019	28.46	52-74-2400
2927	Staples Business Advantage	3426747880	Office Supplies	10/31/2019	74.91	10-60-2300
2927	Staples Business Advantage	3426747880	Office Supplies	10/31/2019	74.91	51-74-2400
2927	Staples Business Advantage	3426747880	Office Supplies	10/31/2019	74.91	52-74-2400
2927	Staples Business Advantage	3428625803	Office Supplies	10/31/2019	43.88	10-60-2300
2927	Staples Business Advantage	3428625803	Office Supplies	10/31/2019	43.87	51-74-2400
2927	Staples Business Advantage	3428625803	Office Supplies	10/31/2019	43.87	52-74-2400
2927	Staples Business Advantage	3428706451	Office Supplies	10/31/2019	4.69	10-60-2300
2927	Staples Business Advantage	3429120866	Office Supplies	10/31/2019	303.96	23-75-7100
Total 2927:					750.39	
<b>1144</b>						
1144	Suzan Jackson	185	Janitor Services	10/31/2019	599.17	10-72-4100
1144	Suzan Jackson	185	Janitor Services	10/31/2019	375.83	10-72-4100
Total 1144:					975.00	
<b>3866</b>						
3866	Umpqua Valley Financial, LLC	10701	Audit Services	10/31/2019	2,000.00	51-60-2000
3866	Umpqua Valley Financial, LLC	10701	Audit Services	10/31/2019	2,000.00	52-60-2000
Total 3866:					4,000.00	
<b>1287</b>						
1287	US Bank	1489545	Loan Payment	11/07/2019	38,400.00	52-85-8100
1287	US Bank	1489545	Loan Payment	11/07/2019	20.70	52-85-8100
1287	US Bank	1489671	Loan Payment	11/07/2019	15,767.40	30-59-8200
1287	US Bank	1492847	Loan Payment	11/07/2019	84,489.57	30-59-8400
Total 1287:					138,636.27	
<b>3663</b>						
3663	Water & Sewer Account Refunds	#1078.04	Utility Billing Overpayment	11/07/2019	70.75	01-1075
3663	Water & Sewer Account Refunds	#11645.03	Utility Billing Overpayment	11/07/2019	35.70	01-1075

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3663	Water & Sewer Account Refunds	#146.04	W/S Deposit Refund	11/07/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#146.04	W/S Deposit Refund	11/07/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#152.02	W/S Deposit Refund	11/07/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#152.02	W/S Deposit Refund	11/07/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#5509.17	W/S Deposit Refund	11/07/2019	45.00	51-2120
3663	Water & Sewer Account Refunds	#5509.17	W/S Deposit Refund	11/07/2019	45.00	52-2120
3663	Water & Sewer Account Refunds	#57.02	W/S Deposit Refund	11/07/2019	50.00	51-2120
3663	Water & Sewer Account Refunds	#57.02	W/S Deposit Refund	11/07/2019	50.00	52-2120
3663	Water & Sewer Account Refunds	#97.03	W/S Deposit Refund	11/07/2019	39.59	51-2120
3663	Water & Sewer Account Refunds	#97.03	W/S Deposit Refund	11/07/2019	39.59	52-2120
3663	Water & Sewer Account Refunds	#97.03	Utility Billing Overpayment	11/07/2019	46.08	01-1075
Total 3663:					621.71	
<b>1239</b>						
1239	WECO	CP-00088971	PW Gas Exp	10/31/2019	532.88	11-45-2000
1239	WECO	CP-00088971	PW Gas Exp	10/31/2019	621.69	51-73-2000
1239	WECO	CP-00088971	PW Gas Exp	10/31/2019	621.68	52-73-2000
Total 1239:					1,776.25	
Grand Totals:					181,263.55	

## 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



## Library Board Minutes August 08, 2019

The Library Board met on this date at City hall, located at 120 Smith St., at the hour of 6:34pm. Chairperson Cassandra Barney opened the meeting. Present were board members Jayne Detering, and James Blake. Absent was board member Violet Stone. Staff members present were Library Supervisor Lori Ross, plus Librarians Cheryl Spangler and Mandy Pelkey. (Board member Heather Long had tendered her resignation after the agenda was released.)

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

### **APPROVAL OF MINUTES**

James **motioned to Approve the Minutes for July 11, 2019, seconded by Jayne. The board then voted unanimously to approve the minutes of July 11, 2019.**

### **THE MATTER OF DISCUSSING AND FINALIZING DETAILS OF LIBRARY PROGRAMS**

The Library Board wanted to continue the D & D program, as well as the Story time, and Lego club.

D & D: Is to take place in the Auditorium every Thursday at 7pm. Cheryl was asking if a volunteer needed to be present if the Library was open. Lori informed her that if the program is not going to be held in the Library, but the Auditorium, that an approved adult volunteer would need to be present. She was going to ask one of her adult participants to see if they would get the background check. Cost of the program is just for snacks. Cheryl says about \$10.

Baby & Toddle Story Time: Katherine is on board for running this program. Baby time is a new addition. Cassie will assist with this program when she is able to. During the program they will read two books and do some crafts. It is about a 50-minute program involving singing, interaction with parent and child. There are some startup costs for materials, and \$20 a month for snacks.

Mandy suggested a healthy snack segment for story time, plus a focus on healthy snacks. Casandra will investigate advertising the story times; possibly at Life Bible during their Mom's group program. Cheryl mentioned the Ready to Read Grant and the need to use it since the Library hasn't been opened. She suggested about one time per month, giving a free book to children for attending the story time.

Lego Club: Will start in October and be run by Crystal Falk.

Crochet & Knitting Club: Cheryl thinks that she knows two volunteers who would like to run the program. Program can be held in the Library. No cost should be involved.

Spinning Club: Mandy will look into the cost and will need to purchase dowels and hooks.

Scary Story Time: Cassie said to be held at the same time as D & D but at a different location; inside the Library. Thursdays at 7pm. Cheryl will run the program. Snacks would be the same as D & D. Will start Thursday, October 1<sup>st</sup>.

Yarn Club: Mandy said to start in October and run every Saturday at 1:30pm. Program would be run by Mandy. Mandy mentioned advertising on the City website/Social Media and flyers.

Cassandra said to focus on other programs after the Library re-opens and suggested no September meeting.

### **THE MATTER OF DISCUSSING THE ADVERTISING OF THE APPROVED 2019 LIBRARY AMNESTY PROGRAM.**

For phase one of the Amnesty program we don't need to advertise because it's already in effect. Cassie suggested advertising on Facebook and can make a flyer that can be uploaded. Phase two and three will start when the Library re-opens. Lori mentioned that the program is only for patrons who have late fines for Harrisburg materials. She received a report that shows that only 21 Patrons are affected by non-Harrisburg materials. Of those, 5 patrons have lost materials totaling 11 items. She said this is good information to have because on the flyer that Cassandra made, we did indicate that certain restrictions do apply.

Cassie liked the idea of yard signs to get the word out about the program and the Library re-opening. She said that she could contact the school about making some flyers for the students. We could also advertise in the Friday update that Brian puts out weekly.

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

Cassie asked if the IGA with the consortium had expired. Lori said that she had received an email from Ed Gallagher with the Albany Library and he sent her the signed 2017 agreement. However, Brian did not sign it. Brian said that we most likely didn't have one because it would have had to go to City Council for approval. Ed was going to investigate it further and see if he could find a signed agreement.

The Library Board reviewed the Library Policy. In the circulation policy, the board wanted to change the loan period of 4 days for DVD's instead of videocassettes. The current policy doesn't have any limits on the number of materials a patron can check out. However, Evergreen allows a limit of 99 books; after discussion, the board wanted the limit to be 40 books. In addition, under the limit for children under 10 years of age, there should be no more than 3 items checked out at a time. Under fines and charges, the board decided that the 4-day grace period should be added to the Library Policy; and if materials are returned prior to the 5<sup>th</sup> day, then an overdue fine will not be charged. The Board agrees that the Library should follow the policy and not allow patrons to check out materials if they have overdue fines.

The Library Board reviewed the complaint policy clarifying that any complaints pertaining to procedure would be addressed to the Board and any complaints in regard to personnel, would be addressed to the Library Supervisor, and then the City Administrator.

The Library Board asked staff to bring the revised policy back for final review at the next Library Board meeting.

**ADJOURN:** The meeting was adjourned at the hour of 7:38pm. The next meeting is scheduled for October 10, 2019, in the Library.

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Chairperson

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City Recorder