



City Council Business Meeting Agenda
May 21, 2020
6:30 PM

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

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Please consider not attending if you are running a fever or have an active cough.*
3. *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.*
4. *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.*
5. *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)*
6. *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.*
7. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
8. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*
9. *The facility will be disinfected, and seating will be 6' apart in relation to OHA requirements.*

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan

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

1. THE MATTER OF MEETING WITH LCSO

STAFF REPORT: LCSO REPORTS FOR APRIL 2020

RESOLUTIONS

2. THE MATTER OF ALLOWING VOLUNTEER WORKER'S COMPENSATION COVERAGE FOR 2020-2021 BY APPROVING RESOLUTION NO. 1237

STAFF REPORT:

Exhibit A: RESOLUTION NO. 1237

ACTION: MOTION TO APPROVE RESOLUTION NO. 1237, "A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF HARRISBURG FOR POLICY YEAR 2020-2021"

NEW BUSINESS

3. THE MATTER OF THE ELECTIONS PROCESS FOR HARRISBURG CANDIDATES FOR THE GENERAL ELECTION

STAFF REPORT: None

ACTION: INFORMATION ONLY

4. THE MATTER OF GRANTING THE CITY ADMINISTRATOR AUTHORITY TO ENTER INTO CERTAIN INTERGOVERNMENTAL AGREEMENTS...

STAFF REPORT:

Exhibit A: Sample (Draft) Resolution/IGA for Harrisburg personnel to serve as 'Direct Responsible Charge' for the City of Monroe

Exhibit B: Proposed (Draft) Harrisburg/Monroe Agreement

ACTION: "I MOVE TO GRANT THE CITY ADMINISTRATOR PERMANENT AUTHORITY TO ENTER INTO INTERGOVERNMENTAL AGREEMENTS (IGA) WITH OTHER MUNICIPAL ENTITIES IN THE STATE OF OREGON, FOR MUTUAL AID AND ASSISTANCE, PROVIDED THAT THE CITY OF HARRISBURG IS FAIRLY COMPENSATED AND CITY SERVICES AND FUNCTIONS ARE NOT SIGNIFICANTLY IMPACTED."

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

5. THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: City Council Minutes for February 25 and March 24, 2020.

Exhibit B: Payment Approval Report for April 2020

Exhibit C: Planning Commission Minutes for March 17, 2020

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

- 1. The City Council Minutes for the February 25 and March 24, 2020 Meetings.**
- 2. The payment approval report for April 2020**

6. CITY ADMINISTRATOR VERBAL REPORT:

- 1. Building Department - JC/Linn County**
- 2. Front Lobby Security/Protection**
- 3. Scheduling a Special Meeting in the future to award bid for the Smith, Macy, & 2nd St. Rehabilitation Project**
- 4. TGM Grant**

OTHER ITEMS

ADJOURN



LINN COUNTY SHERIFF'S OFFICE

Jim Yon, Sheriff

1115 S.E. Jackson Street, Albany, OR 97322
Albany, OR. 97322
Phone: 541-967-3950
www.linnsheriff.org

2020

MONTHLY REPORT TO THE CITY OF HARRISBURG FROM THE LINN COUNTY SHERIFF'S OFFICE

FOR THE MONTH OF: **April**

TRAFFIC CITATIONS: _____	4
TRAFFIC WARNINGS: _____	9
TRAFFIC CRASHES: _____	1
ADULTS CITED/VIOLATIONS: _____	1
ADULTS ARRESTED: _____	1
JUVENILES CITED/VIOLATIONS: _____	5
JUVENILES ARRESTED: _____	0
COMPLAINTS/INCIDENTS INVESTIGATED: _____	141

TOTAL HOURS SPENT: HARRISBURG 313

CONTRACT HOURS= 275 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Greg Klein



**MONTHLY BULLETIN OF DISPATCHED
CALLS AND CASES
FOR CONTRACT CITIES**

This Report Encompasses: 4/ 1/20 to 4/30/20

Total Incidents This Month: **141**

Incident Information:	Description
<p>CAD# 2020049724 TIME: 4/1/2020 10:50:02AM CASE# CAD Only HBRG CAD CALL COMPLETE</p>	<p>TRAFFIC HAZARD Reported at Block of 700 DIAMOND HILL DR HBRG</p> <hr/> <p>Found debris in roadway. It was removed</p>
<p>CAD# 2020049735 TIME: 4/1/2020 11:16:10AM CASE# CAD Only HBRG CAD CALL COMPLETE</p>	<p>MOTORIST ASSIST Reported at Block of 200 LASALLE ST/S 3RD ST HBRG</p> <hr/> <p>There was a truck and trailer having malfunctions. I assisted with getting them off of the roadway to a safe location.</p>
<p>CAD# 2020049758 TIME: 4/1/2020 12:23:24PM CASE# CAD Only HBRG</p>	<p>POCKET DIAL LCSO AND CRCC Reported at Block of 400 TERRITORIAL ST HBRG</p> <hr/>
<p>CAD# 2020050060 TIME: 4/2/2020 8:53:51AM CASE# CAD Only HBRG CAD CALL COMPLETE</p>	<p>DOG COMPLAINT Reported at Block of 700 TERRITORIAL ST HBRG</p> <hr/> <p>Caller requested some help to catch their dog that escaped from their backyard. It was caught as I arrived.</p>
<p>CAD# 2020050144 TIME: 4/2/2020 12:31:22PM CASE# CAD Only HBRG CAD CALL COMPLETE</p>	<p>SUSPICIOUS CIRCUMSTANCE Reported at Block of 200 SMITH ST HBRG</p> <hr/> <p>Business door was left open during closed hours. It was okay and the staff were on site.</p>

Incident Information:**Description**

CAD# 2020050194
TIME: 4/2/2020 3:01:37PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

CIVIL DISPUTE REPORT Reported at Block of 800 S 9TH ST HBRG

caller had questions about an eviction process and the civil process. I advised him to contact an attorney for legal advise.

CAD# 2020050334
TIME: 4/2/2020 8:57:09PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 800 LASALLE ST/S 9TH ST HBRG

No Public Narrative.

CAD# 2020050361
TIME: 4/2/2020 11:40:45PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ASSIST OTHER AGENCY Reported at Block of 500 N 3RD ST HBRG

:
RR arms are now up and deactivated

CAD# 2020050461
TIME: 4/3/2020 9:53:20AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 500 N 7TH ST HBRG

CAD# 2020050594
TIME: 4/3/2020 4:02:32PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

PHONE HARASSMENT Reported at Block of 900 S 9TH ST HBRG

Deputy spoke to caller regarding telephonic harassment concerns.

CAD# 2020050611
TIME: 4/3/2020 5:03:09PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 1000 WHITLEDGE PL HBRG

Follow up for city regarding tagged vehicle.

Incident Information:**Description**

CAD# 2020050920
TIME: 4/4/2020 1:17:27PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

DOMESTIC DISTURBANCE Reported at Block of 800 SOMMERVILLE LOOP HBRG

Reported domestic. Both parties involved refused to speak with LE. NFA

CAD# 2020050967
TIME: 4/4/2020 3:27:24PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

TRESPASS Reported at Block of 300 S 4TH ST HBRG

Deputy assisted caller with civil dispute and trespass issue.

CAD# 2020051092
TIME: 4/4/2020 11:12:51PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 200 S 6TH ST HBRG

A deputy checked the school and found it secure.

CAD# 2020051623
TIME: 4/6/2020 12:22:14PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 800 DIAMOND HILL DR HBRG

maintenance crew set off building alarm. non criminal.

CAD# 2020051761
TIME: 4/6/2020 5:58:54PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

c4

CAD# 2020051775
TIME: 4/6/2020 6:42:30PM
CASE# CAD Only
HBRG

INFORMATION ONLY REPORT Reported at Block of 1000 S 11TH ST HBRG

No Public Narrative.

Incident Information:**Description**

CAD# 2020051813
TIME: 4/6/2020 8:48:50PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 500 LASALLE ST HBRG

CAD# 2020051823
TIME: 4/6/2020 9:21:53PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 400 S 9TH ST HBRG

Area check of the school. All appeared good

CAD# 2020051923
TIME: 4/7/2020 4:36:13AM
CASE# CAD Only
HBRG
WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 100 S 3RD ST HBRG

Warning issued for illegal u-turn

CAD# 2020051928
TIME: 4/7/2020 5:56:43AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 600 SMITH ST HBRG

Employee error

CAD# 2020052038
TIME: 4/7/2020 11:24:41AM
CASE# CAD Only
HBRG

FOLLOW UP Reported at Block of 1000 WHITLEDGE PL HBRG

No Public Narrative.

CAD# 2020052186
TIME: 4/7/2020 4:18:36PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 900 SOMMERVILLE LOOP HBRG

No Public Narrative.

Incident Information:**Description**

CAD# 2020052258
TIME: 4/7/2020 7:15:08PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

HARASSMENT Reported at Block of 500 S 6TH ST HBRG

Caller reported a disturbance at the house. I arrived on scene and the individuals involved did not want law enforcement contact. The information provided did not rise to a criminal level.

CAD# 2020052273
TIME: 4/7/2020 8:25:30PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

NARCOTICS OFFENSE Reported at Block of 200 LASALLE ST/S 3RD ST HBRG

I checked the N, S, W sides of the storage facility and was UTL on the syringe.

CAD# 2020052276
TIME: 4/7/2020 8:30:27PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 600 SMITH ST HBRG

Alarm received at the school. I arrived on scene and contacted two juveniles who were trespassing. The parents of the juveniles were contacted and advised of their mischievous behavior. The property manager did not want to pursue charges.

CAD# 2020052640
TIME: 4/8/2020 5:19:30PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

DUII Reported at Block of 800 LASALLE ST/S 9TH ST HBRG

Deputies responded to a call of a possible drunk driver. Deputies located the vehicle and determined the driver was not impaired.

CAD# 2020052798
TIME: 4/9/2020 1:24:29AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 200 N 3RD ST HBRG

R/P arrived, interior and exterior checked all secure. Unknown reason for activation

CAD# 2020052996
TIME: 4/9/2020 1:01:35PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

CITIZEN CONTACT Reported at Block of 800 SOMMERVILLE LOOP HBRG

Deputies contacted a citizen regarding the location of a possible suspect in a theft case.

Incident Information:**Description**

CAD# 2020053000
TIME: 4/9/2020 1:18:10PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

DOMESTIC DISTURBANCE Reported at Block of 800 SOMMERVILLE LOOP HBRG

Deputies responded to an argument between a mother and teenage son. No crimes were committed.

CAD# 2020053377
TIME: 4/10/2020 1:32:12AM
CASE# CAD Only
HBRG
UTL GOA

SUSPICIOUS VEHICLE Reported at Block of 1000 S 6TH ST HBRG

Caller reporting a suspicious vehicle but the vehicle was not located.

CAD# 2020053419
TIME: 4/10/2020 6:57:30AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 600 SMITH ST HBRG

construction crew error w/ alarm

CAD# 2020053475
TIME: 4/10/2020 10:07:45AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

PARKING COMPLAINT Reported at Block of 300 S 9TH ST HBRG

Vehicle blocking a mail box. Owner contacted and vehicle was moved.

CAD# 2020053630
TIME: 4/10/2020 3:42:14PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 400 S 9TH ST HBRG

No Public Narrative.

CAD# 2020053793
TIME: 4/10/2020 9:17:57PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 100 N 1ST ST HBRG

While in the area of City Hall I heard an explosion near the park. I checked the area and did not find any signs of damage or what caused the explosion.

Incident Information:**Description**

CAD# 2020053803
TIME: 4/10/2020 9:44:36PM
CASE# CAD Only
HBRG

NEIGHBORHOOD WATCH Reported at Block of 100 SMITH ST HBRG

No Public Narrative.

CAD# 2020053863
TIME: 4/11/2020 1:26:21AM
CASE# 2001139
HBRG
REPORT TAKEN

Report Filed. PERSON < 21 POSSESSING / CONSUMING MARIJUANA Reported At Block Of 100 S 9TH ST Occurred between 0125 hours on 4/11/2020 and 0126 hours on 4/11/2020 .

Citations were issued to 5 juveniles for minor in possession/consumption of Marijuana. The driver of the was issued a citation for operating a motor vehicle while not being licensed.

CAD# 2020053882
TIME: 4/11/2020 2:54:38AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

TRESPASS Reported at Block of 200 S 6TH ST HBRG

Warned male for riding his bike through the school field.

CAD# 2020054216
TIME: 4/11/2020 9:14:41PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

FIREWORK COMPLAINT Reported at Block of 1000 S 6TH ST HBRG

Fireworks going off throughout the city. I was unable to locate where they were coming from.

CAD# 2020054225
TIME: 4/11/2020 9:41:04PM
CASE# CAD Only
HBRG

NON 911 ISSUE Reported at Block of 700 BURTON ST HBRG

CAD# 2020054227
TIME: 4/11/2020 9:44:38PM
CASE# CAD Only
HBRG

NON 911 ISSUE Reported at Block of 700 BURTON ST HBRG

Incident Information:**Description**

CAD# 2020054228
TIME: 4/11/2020 9:45:52PM
CASE# CAD Only
HBRG

NON 911 ISSUE Reported at Block of 500 N 6TH ST HBRG

CAD# 2020054311
TIME: 4/12/2020 5:48:49AM
CASE# CAD Only
HBRG

911 HANG UP CALL Reported at Block of 400 TERRITORIAL ST HBRG

No Public Narrative.

CAD# 2020054319
TIME: 4/12/2020 6:40:15AM
CASE# CAD Only
HBRG

NOISE DISTURBANCE Reported at Block of 200 LASALLE ST HBRG

The vehicle was gone upon arrival and was not seen around town.

CAD CALL COMPLETE

CAD# 2020054347
TIME: 4/12/2020 9:49:34AM
CASE# CAD Only
HBRG

SUSPICIOUS CIRCUMSTANCE Reported at Block of 200 N 3RD ST HBRG

The door was locked and the owner was contacted.

CAD CALL COMPLETE

CAD# 2020054392
TIME: 4/12/2020 12:19:34PM
CASE# CAD Only
HBRG

FOUND PROPERTY Reported at Block of 100 N 1ST ST/SMITH ST HBRG

This was a homeless person who needed medical attention and had been sleeping at the gazebo overnight.

CAD CALL COMPLETE

CAD# 2020054532
TIME: 4/12/2020 6:30:36PM
CASE# CAD Only
HBRG

911 HANG UP CALL Reported at Block of 600 ERICA PL HBRG

No Public Narrative.

Incident Information:**Description**

CAD# 2020054563
TIME: 4/12/2020 7:53:31PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

WELFARE CHECK Reported at Block of 800 SOMMERVILLE LOOP HBRG

Concerns of unsupervised children. Deputy checked the area and was UTL anyone.

CAD# 2020054615
TIME: 4/12/2020 10:04:41PM
CASE# CAD Only
HBRG
CITE EQUIPMENT VIOLATION

PARKING COMPLAINT Reported at Block of 500 S 6TH ST HBRG

Illegal parking. Vehicle parked in bike lane and travel lane. Citation issued for Illegal parking.

CAD# 2020054742
TIME: 4/13/2020 10:06:54AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 800 BURTON ST HBRG

Mailbox was found open, no items reported as missing or stolen.

CAD# 2020054796
TIME: 4/13/2020 12:32:35PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 200 N 3RD ST HBRG

The clothes were returned to the owner.

CAD# 2020054851
TIME: 4/13/2020 2:39:44PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

DOMESTIC DISTURBANCE Reported at Block of 800 SOMMERVILLE LOOP HBRG

male left prior to arrival. was not physical but male has mental health issues. male left with cousin. when he returns if behavior is the same mother will call us.

CAD# 2020054875
TIME: 4/13/2020 3:40:50PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

TRESPASS Reported at Block of 800 SOMMERVILLE LOOP HBRG

female refused to let us in to apartment. denies derek is there. nfa action at this time

Incident Information:**Description**

CAD# 2020054882
TIME: 4/13/2020 3:53:06PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

DOMESTIC DISTURBANCE Reported at Block of 800 SOMMERVILLE LOOP HBRG

still not physical verbal only. male is going to grandmas to stay. nfa

CAD# 2020054934
TIME: 4/13/2020 6:03:54PM
CASE# CAD Only
HBRG

ALARM LAW ONLY Reported at Block of 400 S 9TH ST HBRG

No Public Narrative.

CAD# 2020054997
TIME: 4/13/2020 8:42:05PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

TRESPASS Reported at Block of 400 N 3RD ST HBRG

Male asked was asked to leave storage units in Harrisburg and did.

CAD# 2020055000
TIME: 4/13/2020 8:49:38PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

DISTURBANCE Reported at Block of 800 SOMMERVILLE LOOP HBRG

Ongoing trespass and disturbance issues at apartment complex in Harrisburg.

CAD# 2020055028
TIME: 4/13/2020 10:20:46PM
CASE# 2001163
HBRG
REPORT TAKEN

Report Filed. DISORDERLY CONDUCT 2 Reported At Block Of 800 SOMMERVILLE LOOP
Occurred between 2219 hours on 4/13/2020 and 2220 hours on 4/13/2020 . Reported:

Deputy responded to domestic disturbance and disorderly conduct call. Continuation from
call earlier in the evening. This incident is still under investigation.

CAD# 2020055036
TIME: 4/13/2020 10:39:21PM
CASE# CAD Only
HBRG

911 HANG UP CALL Reported at Block of 400 TERRITORIAL ST HBRG

No Public Narrative.

Incident Information:**Description**

CAD# 2020055213
TIME: 4/14/2020 11:40:28AM
CASE# CAD Only
HBRG
WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 1000 S 11TH ST HBRG

harrisburg- eb priceboro 50 in 35 warn

CAD# 2020055480
TIME: 4/14/2020 7:57:33PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

COUNTER TRAFFIC Reported at Block of 100 SMITH ST HBRG

Deputy returned found arrow to new members in neighborhood. Their juvenile son admitted to missing his target and the arrow sliding under the fence. Family warned on firing bow and arrow in city limits and educated on alternative options.

CAD# 2020055496
TIME: 4/14/2020 8:59:00PM
CASE# CAD Only
HBRG

TRAFFIC COMPLAINT Reported at Block of 800 S 3RD ST HBRG

No Public Narrative.

CAD# 2020055609
TIME: 4/15/2020 7:20:21AM
CASE# CAD Only
HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 400 TERRITORIAL ST HBRG

CAD# 2020055627
TIME: 4/15/2020 8:30:07AM
CASE# CAD Only
HBRG

THEFT Reported at Block of 1000 S 11TH ST HBRG

No Public Narrative.

CAD# 2020055793
TIME: 4/15/2020 2:05:07PM
CASE# 2001181
HBRG
REPORT TAKEN

Report Filed. ACCIDENT VEHICLE NO INJ Reported At Block Of 1000 S 6TH ST Occurred between 1402 hours on 4/15/2020 and 1405 hours on 4/15/2020 . Reported: 4/15/2020

Vehicle backed out of a driveway striking a parked car in the road , drove over the lawn to strike another parked car and eventually the house. No impairment, but the driver may have had medical issues as he was released from the hospital earlier that day. Insurance exchanged.

Incident Information:**Description**

CAD# 2020055871
TIME: 4/15/2020 4:34:38PM
CASE# CAD Only
HBRG
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 700 LASALLE ST HBRG

warned for Driver side brake light out

CAD# 2020055888
TIME: 4/15/2020 5:13:00PM
CASE# CAD Only
HBRG
WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 600 TERRITORIAL ST HBRG

Operator warned for FTO TCD when turning right from N 7th onto Territorial St.

CAD# 2020055893
TIME: 4/15/2020 5:27:18PM
CASE# CAD Only
HBRG
WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 500 TERRITORIAL ST HBRG

Operator was warned for FTO TCD when turning right from N 7th onto Territorial St.

CAD# 2020056007
TIME: 4/16/2020 1:28:13AM
CASE# CAD Only
HBRG
WARNING MOVING VIOLATIC

PARKING COMPLAINT Reported at Block of 100 MONROE ST HBRG

Warning issued for vehicle parking in a no parking zone.

CAD# 2020056026
TIME: 4/16/2020 3:28:47AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 500 LASALLE ST HBRG

Area check, gates were secure

CAD# 2020056033
TIME: 4/16/2020 4:35:28AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 600 SMITH ST HBRG

Checked the school, the gates were locked.

Incident Information:**Description**

CAD# 2020056204
TIME: 4/16/2020 1:44:40PM
CASE# 2001188
HBRG
REPORT TAKEN

Report Filed. BURGLARY 2 - OTHER STRUCTURE Reported At Block Of 400 S 9TH ST
Occurred between 1700 hours on 4/14/2020 and 1344 hours on 4/16/2020 . Reported:

Someone broke into the HS stadium concession stand and stole food items which were stored inside.

CAD# 2020056279
TIME: 4/16/2020 4:10:37PM
CASE# CAD Only
HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 700 SMITH ST HBRG

CAD# 2020056391
TIME: 4/16/2020 8:37:56PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

WELFARE CHECK Reported at Block of 500 S 5TH ST HBRG

Caller wanted to check on her friend who was having difficulties with mental health .
Everything was okay.

CAD# 2020056492
TIME: 4/17/2020 5:56:05AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 600 SMITH ST HBRG

Alarm accidentally triggered.

CAD# 2020056493
TIME: 4/17/2020 5:58:25AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 400 S 9TH ST HBRG

Alarm accidentally triggered by employees.

CAD# 2020056499
TIME: 4/17/2020 6:51:53AM
CASE# 2001201
HBRG
REPORT TAKEN

Report Filed. BURGLARY 1 - RESIDENCE Reported At Block Of 1000 S 6TH ST Occurred
between 0800 hours on 4/9/2020 and 1100 hours on 4/9/2020 . Reported: 4/17/2020 Officer

Deputies responded to a woman who wanted to report her dog as stolen.

Incident Information:**Description**

CAD# 2020056509
TIME: 4/17/2020 7:34:05AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

FOUND PROPERTY Reported at Block of 500 S 6TH ST HBRG

Deputies responded to a woman who had an empty trash can dumped on her property.

CAD# 2020056532
TIME: 4/17/2020 8:59:44AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

MAIL THEFT Reported at Block of 900 SOMMERVILLE LOOP HBRG

Caller noticed several mailboxes in the area open. Unknown if he is missing any mail at this point.

Print for briefing board

CAD# 2020056578
TIME: 4/17/2020 11:18:05AM
CASE# 2001199
HBRG
REPORT TAKEN

Report Filed. ENDANGER WELFARE OF MINOR - SEX CRIME OTHER Reported At Block Of 500 TERRITORIAL ST Occurred between 1115 hours on 4/17/2020 and 1116 hours on

Deputies contacted a person about receiving an inappropriate text message.

CAD# 2020056738
TIME: 4/17/2020 4:19:29PM
CASE# 2001205
HBRG
REPORT TAKEN

Report Filed. PROPERTY, FOUND Reported At Block Of 800 S 9TH ST Occurred between 1618 hours on 4/17/2020 and 1619 hours on 4/17/2020 . Reported: 4/17/2020 Officer

Deputy responded to found property of abandoned old broken bicycle. Bicycle was a Howard Winner 10 speed road bike, red in color. Deputy transported and lodged bicycle as found property at the Sheriff's Office evidence annex. No known owner information at this time and bicycle serial number came back clear.

CAD# 2020056777
TIME: 4/17/2020 5:41:58PM
CASE# 2001204
HBRG
REPORT TAKEN

Report Filed. MAIL THEFT - OTHER Reported At Block Of 900 S 9TH ST Occurred between 1200 hours on 4/16/2020 and 1500 hours on 4/17/2020 . Reported: 4/17/2020 Officer

The caller had a package valued at \$17 stolen from her mailbox yesterday.

CAD# 2020056926
TIME: 4/17/2020 11:57:57PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

911 HANG UP CALL Reported at Block of 800 SMITH ST HBRG

Deputy responded to pocket dial 911 hang up. There was no emergency.

Incident Information:**Description**

CAD# 2020057033
TIME: 4/18/2020 9:24:37AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 23600 PEORIA RD HBRG

No Public Narrative.

CAD# 2020057092
TIME: 4/18/2020 11:51:49AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 600 SMITH ST HBRG

A school teacher came in to work on the weekend and accidentally triggered the alarm .

CAD# 2020057245
TIME: 4/18/2020 6:44:06PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

DOMESTIC DISTURBANCE Reported at Block of 23600 PEORIA RD HBRG

Deputy responded to domestic disturbance at Life Bible Resort.

CAD# 2020057266
TIME: 4/18/2020 7:58:04PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

JUVENILE COMPLAINT Reported at Block of 100 SMITH ST HBRG

Juvenile complaint

CAD# 2020057303
TIME: 4/18/2020 9:36:59PM
CASE# CAD Only
HBRG
WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 800 S 6TH ST HBRG

Operator of vehicle warned for speed violation on S 6th Street in Harrisburg.

CAD# 2020057346
TIME: 4/19/2020 1:08:51AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 23600 PEORIA RD HBRG

Extra patrol at Life Bible Resort.

Incident Information:**Description**

CAD# 2020057643
TIME: 4/19/2020 7:10:08PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

SUSPECT FOLLOW UP Reported at Block of 800 SOMMERVILLE LOOP HBRG

Kandice Elaine Holbrook, 22, of Harrisburg Oregon, was issued a criminal citation in lieu of custody for Disorderly Conduct II.

CAD# 2020057744
TIME: 4/19/2020 11:59:38PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

Extra patrol at Knife River site in Harrisburg.

CAD# 2020057823
TIME: 4/20/2020 7:13:44AM
CASE# 2001216
HBRG
REPORT TAKEN

Report Filed. MAIL THEFT - OTHER Reported At Block Of 900 S 9TH ST Occurred between 0712 hours on 4/20/2020 and 0713 hours on 4/20/2020 . Reported: 4/20/2020 Officer

I spoke to the caller and learned she has had mail stolen. Report taken. No monetary value.

CAD# 2020057867
TIME: 4/20/2020 9:41:48AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

JUVENILE COMPLAINT Reported at Block of 800 SOMMERVILLE LOOP HBRG

Juvenile was out of control at his residence, but is now calm. Juvenile damaged some of Mom's belongings, but she can live with that. NFA.

CAD# 2020057892
TIME: 4/20/2020 10:16:52AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

MENTAL HEALTH Reported at Block of 300 S 3RD ST HBRG

caller reporting her car missing, her family has the car as the caller suffers from mental health issues and is unable to drive. Once caller was notified that family had her car, she was okay with that.

CAD# 2020057938
TIME: 4/20/2020 11:45:33AM
CASE# CAD Only
HBRG

WELFARE CHECK Reported at Block of 800 SOMMERVILLE LOOP HBRG

No Public Narrative.

Incident Information:**Description**

CAD# 2020057972
TIME: 4/20/2020 12:32:02PM
CASE# 2001221
HBRG
REPORT TAKEN

Report Filed. THEFT 3 - OTHER Reported At Block Of 900 SOMMERVILLE LOOP Occurred between 1800 hours on 4/14/2020 and 1232 hours on 4/20/2020 . Reported: 4/20/2020

Caller reporting theft of roll cart style trash can from his property. He contacted Republic Trash Company and was advised to file a report. Report taken

CAD# 2020057990
TIME: 4/20/2020 1:09:50PM
CASE# CAD Only
HBRG
FOLLOW UP COMPLETE

FOLLOW UP Reported at Block of 800 SIUSLAW PL HBRG

Follow up on mail theft call.

CAD# 2020058034
TIME: 4/20/2020 2:36:58PM
CASE# CAD Only
HBRG

NON 911 ISSUE Reported at Block of 1100 S 6TH ST HBRG

CAD# 2020058053
TIME: 4/20/2020 3:12:10PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 300 S 9TH ST HBRG

The alarm was pushed by accident by a child.

CAD# 2020058259
TIME: 4/20/2020 11:22:56PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

DOMESTIC DISTURBANCE Reported at Block of 800 SOMMERVILLE LOOP HBRG

Caller reported there was a disagreement at the location. The residence did not answer.

CAD# 2020058525
TIME: 4/21/2020 3:10:46PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 300 S 3RD ST HBRG

An elderly parent with dementia cant understand why she is not allowed to drive and why her children are keeping her car from her.

Incident Information:**Description**

CAD# 2020058593
TIME: 4/21/2020 5:47:59PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ASSAULT Reported at Block of 600 N 7TH ST HBRG

Caller reported an assault that occurred in Lane County. I assisted them with conducting an investigation.

CAD# 2020058658
TIME: 4/21/2020 8:44:54PM
CASE# CAD Only
HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 400 TERRITORIAL ST HBRG

No Public Narrative.

CAD# 2020058780
TIME: 4/22/2020 5:54:38AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 600 SMITH ST HBRG

CONSTRUCTION WORKERS SET OFF ALARM STARTING THEIR DAY

CAD# 2020058781
TIME: 4/22/2020 5:56:36AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 400 S 9TH ST HBRG

CONSTRUCTION WORKERS SET OFF ALARM STARTING THEIR DAY

CAD# 2020058943
TIME: 4/22/2020 2:22:41PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ASSIST OTHER AGENCY Reported at Block of 700 S 6TH ST HBRG

Report of burglary, RP turned out to be having medical problems which made her confused.

CAD# 2020059100
TIME: 4/22/2020 9:04:59PM
CASE# CAD Only
HBRG

WELFARE CHECK Reported at Block of 700 GAILEEN WAY HBRG

Incident Information:**Description**

CAD# 2020059194
TIME: 4/23/2020 5:55:34AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 600 SMITH ST HBRG

FALSE ALARM, CONSTRUCTION CREW STARTING WORK FOR THE DAY

CAD# 2020059214
TIME: 4/23/2020 7:32:46AM
CASE# CAD Only
HBRG
CITE SPEEDING VIOLATION

TRAFFIC STOP Reported at Block of 500 N 7TH ST/DIAMOND HILL DR HBRG

S VEH WAS WB ON DIAMOND HILL NEAR CRIMSON WY AND CAME INTO STATIONARY FRONT RADAR ANTENNA AT 40 IN 25 ZONE. CLEAR TONE, VISIBLY FAST, ONLY VEHICLE. NO REASON FOR SPEED.. ADMITTED NO LICENSE. WAS DWS-V. CLOUDY, COOL, CALM, DRY. CITED 40/25 AND DWS-V

CAD# 2020059230
TIME: 4/23/2020 8:47:01AM
CASE# CAD Only
HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 400 TERRITORIAL ST HBRG

CAD# 2020059263
TIME: 4/23/2020 9:48:07AM
CASE# CAD Only
HBRG

INFORMATION ONLY REPORT Reported at Block of 1000 S 11TH ST HBRG

No Public Narrative.

CAD# 2020059417
TIME: 4/23/2020 2:13:59PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

CIVIL DISPUTE REPORT Reported at Block of 200 S 1ST ST HBRG

Deputies assisted with an upset resident at an assisted living facility.

CAD# 2020059698
TIME: 4/24/2020 12:04:18AM
CASE# CAD Only
HBRG

NON 911 ISSUE Reported at Block of 800 S 9TH ST HBRG

No Public Narrative.

Incident Information:**Description**

CAD# 2020059935
TIME: 4/24/2020 2:29:05PM
CASE# 2001265
HBRG
REPORT TAKEN

REPORT PENDING. Original Call Type: TRESPASS Reported At Block Of 800 SOMMERVILLE LOOP Occurred between 1429 hours on 4/24/2020 and 1429 hours on

The suspect was found leaving the property in a vehicle, but had not been evicted by the Courts yet and I know him to live on site, now as a squatter. *He* was told what he needs to do.

CAD# 2020060071
TIME: 4/24/2020 8:57:36PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

SHOTS HEARD Reported at Block of 800 N 7TH ST HBRG

Shots heard call. Deputies checked the area and were UTL.

CAD# 2020060087
TIME: 4/24/2020 9:34:59PM
CASE# CAD Only
HBRG

NEIGHBORHOOD WATCH Reported at Block of 100 SMITH ST HBRG

No Public Narrative.

CAD# 2020060103
TIME: 4/24/2020 10:19:09PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

DOG COMPLAINT Reported at Block of 500 1/2 S 5TH ST HBRG

Dog complaint. Deputy advised the complainant this was a 2 year old Eugene case and is closed.

CAD# 2020060202
TIME: 4/25/2020 4:21:13AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 300 LASALLE ST HBRG

caller reported a suspicious male. I located the adult male laying in the street under a street light. He told me he was scared of the dark. The male asked for directions back to his town. He decided to wait till daylight.

CAD# 2020060285
TIME: 4/25/2020 10:52:57AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 400 S 9TH ST HBRG

Responded to an audible security alarm at the High School. The reason for the activation is undetermined.

Incident Information:**Description**

CAD# 2020060323
TIME: 4/25/2020 12:53:04PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 400 S 9TH ST HBRG

No Public Narrative.

CAD# 2020060337
TIME: 4/25/2020 1:31:21PM
CASE# CAD Only
HBRG
EXTRA PATROL

EXTRA PATROL Reported at Block of 200 SOMMERVILLE AVE HBRG

CAD# 2020060338
TIME: 4/25/2020 1:33:13PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

TRESPASS Reported at Block of 300 SOMMERVILLE AVE HBRG

6 persons warned for trespassing.

CAD# 2020060799
TIME: 4/26/2020 12:34:15PM
CASE# CAD Only
HBRG

NON 911 ISSUE Reported at Block of 500 LASALLE ST HBRG

CAD# 2020060899
TIME: 4/26/2020 4:32:04PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

CIVIL DISPUTE REPORT Reported at Block of 300 S 6TH ST HBRG

Civil issue involving a cat. The persons with the cat were asked to call the caller to work out a deal.

CAD# 2020061104
TIME: 4/27/2020 3:47:18AM
CASE# CAD Only
HBRG
FALSE ALARM POLICE

ALARM LAW ONLY Reported at Block of 600 SMITH ST HBRG

Responded to an alarm at the school. It was a false alarm.

Incident Information:**Description**

CAD# 2020061252
TIME: 4/27/2020 12:57:09PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

ABANDON VEHICLE Reported at Block of 500 S 5TH ST HBRG

Deputies contacted the owner of the property. The vehicle was allowed to be parked there.

CAD# 2020061430
TIME: 4/27/2020 6:18:13PM
CASE# CAD Only
HBRG

MENACING Reported at Block of 700 S 3RD ST/S 2ND ST HBRG

No Public Narrative.

CAD# 2020061804
TIME: 4/28/2020 1:56:42PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

WELFARE CHECK Reported at Block of 1000 S 6TH ST HBRG

Contacted the female by phone and she said she and her boyfriend were fine.

CAD# 2020061939
TIME: 4/28/2020 6:06:05PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

TRAFFIC COMPLAINT Reported at Block of 200 N 7TH ST/TERRITORIAL ST HBRG

Traffic complaint in Harrisburg.

CAD# 2020061977
TIME: 4/28/2020 7:42:15PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

NARCOTICS OFFENSE Reported at Block of 600 N 9TH ST HBRG

Deputy responded to neighbor dispute of someone vaping on their front porch and the caller being upset about this.

CAD# 2020062083
TIME: 4/29/2020 1:44:39AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 1000 WHITLEDGE PL HBRG

Mental health

Incident Information:**Description**

CAD# 2020062261
TIME: 4/29/2020 11:33:43AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 100 N 3RD ST HBRG

Male was warned for his actions in town and was given a courtesy ride to Safeway in JC. JCPD was notified in case he causes other problems. Male says he lives near 4th/Deal St in JC and had visited friends in HB. NFA

CAD# 2020062306
TIME: 4/29/2020 1:02:46PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

WELFARE CHECK Reported at Block of 800 SOMMERVILLE LOOP HBRG

Deputy conducted a welfare check and everything was fine.

CAD# 2020062418
TIME: 4/29/2020 4:08:37PM
CASE# 2001335
HBRG
REPORT TAKEN

REPORT PENDING. Original Call Type: RUNAWAY Reported At Block Of 600 N 8TH ST Occurred between 1608 hours on 4/29/2020 and 1608 hours on 4/29/2020 . Reported:

Female juvenile was reported as a runaway in Harrisburg.

CAD# 2020062454
TIME: 4/29/2020 5:29:37PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

THEFT Reported at Block of 400 N 10TH ST HBRG

Male attempted theft from the back of a truck, but was spooked and fled the scene.

CAD# 2020062556
TIME: 4/29/2020 10:21:30PM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

TRAFFIC STOP Reported at Block of 700 DIAMOND HILL DR/N 8TH ST HBRG

Warning issued for lighting violation.

CAD# 2020062646
TIME: 4/30/2020 6:11:19AM
CASE# CAD Only
HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 400 TERRITORIAL ST HBRG

No Public Narrative.

Incident Information:**Description**

CAD# 2020062654
TIME: 4/30/2020 7:13:09AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

MAIL THEFT Reported at Block of 800 MOORE ST HBRG

Mail boxes were opened and unknown if any mail is missing.

CAD# 2020062662
TIME: 4/30/2020 7:44:10AM
CASE# CAD Only
HBRG

NON 911 ISSUE Reported at Block of 400 TERRITORIAL ST HBRG

No Public Narrative.

CAD# 2020062699
TIME: 4/30/2020 8:54:25AM
CASE# CAD Only
HBRG
CAD CALL COMPLETE

MAIL THEFT Reported at Block of 700 GAILEEN WAY HBRG

The caller was reporting possible mail theft in the area . Unknown what items may have been taken.

CAD# 2020062986
TIME: 4/30/2020 6:15:17PM
CASE# 2001346
HBRG
REPORT TAKEN

REPORT PENDING. Original Call Type: THEFT Reported At Block Of 100 S 3RD ST
Occurred between 1815 hours on 4/30/2020 and 1815 hours on 4/30/2020 . Reported:

Rebeka Parker, 34 y/o, was arrested for shoplifting \$7.99 worth of beer.

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF ALLOWING VOLUNTEER WORKER’S COMPENSATION COVERAGE FOR 2020-2021 BY APPROVING RESOLUTION NO. 1237

STAFF REPORT:

Exhibit A: RESOLUTION NO. 1237

ACTION: MOTION TO APPROVE RESOLUTION NO. 1237, “A RESOLUTION EXTENDING WORKERS’ COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF HARRISBURG FOR POLICY YEAR 2020-2021”

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – May 21, 2020

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
Audit for 18/19 - \$140	Yes	General Fund

STAFF RECOMMENDATION:

The City Recorder/ACA recommends the City Council approve Resolution No. 1237

BACKGROUND INFORMATION:

On an annual basis, the City is required to approve a resolution that extends Workers’ Compensation coverage to the Volunteers who provide services on behalf of the City. If a volunteer is injured while volunteering for the City, the City will be able to treat the injury as a worker’s compensation claim.

The City chooses to cover our volunteer boards, as well as volunteers for special events. The cost for providing this insurance to our volunteers is quite low, and accounts for not quite 1% of our total workers compensation costs.

The resolution itself looks different from others, as CIS, the City’s insurer, requires a specific format.

REVIEW AND APPROVAL:

John Hitt, City Administrator

City of Harrisburg
RESOLUTION NO. 1237

A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF HARRISBURG FOR POLICY YEAR 2020-2021.

Volunteer Resolution No.: 1237

Effective Date: July 1, 2020

WHEREAS; The City of Harrisburg elects that pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on CIS payroll schedule, and verified at audit:

1. Public Safety Volunteers

Applicable _____ **Non-applicable X**

2. Volunteer boards, commissions, and councils for the performance of administrative duties.

Applicable X **Non-applicable** _____

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission, or council for the performance of administrative duties. The covered bodies are:

- a. Harrisburg City Council
- b. Harrisburg Planning Commission
- c. Harrisburg Library Board
- d. Harrisburg Budget Committee
- e. Harrisburg Main Street Exploring Downtown Ad-Hoc Committee
- f. Harrisburg Parks Ad-Hoc Committee

3. Manual labor by elected officials.

Applicable _____ **Non-applicable X**

4. Non-public safety volunteers

Applicable X **Non-applicable** _____

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed. Specific non-public safety volunteers are listed below:

- a. City Parks
- b. City Hall
- c. Senior center
- d. Harrisburg Public Library & Programs
- e. On rare occasions, other Public Works areas. (Facilities)

5. Public Events

Applicable X **Non-applicable** _____

Volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation:

- a. Harrisburg's Old Fashioned 4th of July Event
- b. The Day of Service Event
- c. Summer Sounds Concerts & Movies
- d. The Harvest Festival
- e. The Annual Light Parade

6. Community Service Volunteers/Inmates

Applicable _____ **Non-applicable X**

7. Other Volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that The City of Harrisburg:

- a. Provides at least two weeks' advance written notice to CIS underwriting requesting the coverage
- b. CIS approves the coverage and date of coverage
- c. CIS provides written confirmation of coverage

The City of Harrisburg **agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service, and hours of service and make them available at the time of a claim or audit to verify coverage.**

Now, therefore, be it resolved by The City of Harrisburg to provide workers' compensation coverage as indicated above.

Adopted by the Harrisburg City Council this 21st day of May 2020.

Signature of Authorized Representative _____ Printed Name Mayor

Attest by Michele Eldridge this 21st day of May, 2020.
Printed Name

Signature City Recorder/Asst. City Administrator

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF THE ELECTIONS PROCESS FOR HARRISBURG CANDIDATES FOR THE GENERAL ELECTION

STAFF REPORT: NONE

ACTION: Information Only

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda - May 21, 2020

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

STAFF RECOMMENDATION:

Staff recommend the Council review the information provided.

BACKGROUND INFORMATION:

As staff was working on the Elections Packet more than a month ago, we realized that the physical distancing requirements during the pandemic would cause some serious issues for candidates who are obtaining the signatures that they need on their petitions. This year, candidates are required to obtain 15 valid signatures.

We started a conversation with the City Attorney in the hopes of allowing a candidate declaration during this time, but unfortunately, the final judgement was that Harrisburg candidates could not avoid having some kind of petition process, as it was spelled out very succinctly in the City Charter. He suggested the possibilities of an electronic petition. Staff then spoke with the Linn County Elections Clerk, who is not allowed to interpret state law, and therefore referred us to the Secretary of State's (SOS) Election Office.

In the meanwhile, there were several other cities in Oregon in the same predicament as Harrisburg; namely Milwaukie, Keizer, Troutdale and Sandy, to name just a few. The response from the SOS office does not allow cities such as ours to bypass the candidate petition process, as they are specified in ORS. [For the record, there is an electronic petition procedure allowed for initiatives, referendums, or recalls, when there is a requirement for thousands of signatures]. The SOS office stated that the current law allows the SEL 121 to be distributed via mail and email; **a person would just have**

to sign twice; once on the petition and once as the circulator. This method effectively limits the petition to be signed only by one person per page. The SOS office also stated that they did not anticipate any changes in the law this year.

While a candidate could send a petition to someone via mail or email, only the **original** with the signatures can be brought to the elections clerk, and is then submitted to the Linn County Elections Clerk for verification. Therefore, the candidate would still be required to obtain the original from the petition signer, whether that be in person, or via return mail.

With the county, and the City of Harrisburg cautiously opening up to the public again, candidates can decide how they would like to proceed with their petition sheets. Your friendly election clerk notices that bringing a petition sheet to have people sign before or after a Council meeting (other than employees who are prohibited when working, of course) is an option available to candidates, and is one that other Council Candidates has used before. Other candidates have taken their petitions to small gatherings, and churches.

The election packet was completed but will be modified with the information on how a candidate avoiding personal contact can still apply for office. The earliest someone can actually file paperwork for office is June 3rd, 2020 this year, with the final date for signature verification being August 21, 2020. For the record, these are the current Council members with terms ending at the end of 2020.

Open City of Harrisburg Positions

MAYOR Currently held by Robert Duncan Two Year Term

THREE 'AT LARGE' CITY COUNCIL POSITIONS

 Currently held by Mike Caughey Four Year Term

 Currently held by Randy Klemm Four Year Term

 Currently held by Robert Boese Four Year Term

REVIEW AND APPROVAL:

John Hitt Date
City Administrator

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF GRANTING THE CITY ADMINISTRATOR AUTHORITY TO ENTER INTO CERTAIN INTERGOVERNMENTAL AGREEMENTS...

STAFF REPORT:

Exhibit A: Sample (Draft) Resolution/IGA for Harrisburg personnel to serve as ‘Direct Responsible Charge’ for the City of Monroe

Exhibit B: Proposed (Draft) Harrisburg/Monroe Agreement

ACTION: “I MOVE TO GRANT THE CITY ADMINISTRATOR PERMANENT AUTHORITY TO ENTER INTO INTERGOVERNMENTAL AGREEMENTS (IGA) WITH OTHER MUNICIPAL ENTITIES IN THE STATE OF OREGON, FOR MUTUAL AID AND ASSISTANCE, PROVIDED THAT THE CITY OF HARRISBURG IS FAIRLY COMPENSATED AND CITY SERVICES AND FUNCTIONS ARE NOT SIGNIFICANTLY IMPACTED.”

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – May 21, 2020

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
Varies	No	Revenue Accounts

STAFF RECOMMENDATION:

Staff recommends City Council approval of the proposed motion.

BACKGROUND INFORMATION:

It is not infrequent that neighboring cities, or other public entities, need assistance either with their utilities, as in the attached example, or other equipment or personnel needs. Likewise, the City of Harrisburg occasionally requires similar support. Sometimes these needs can be very urgent and require rapid response. Granting the City Administrator the authority to enter into such agreements allows a more timely response and is consistent with the authority given to many City Administrators/Managers in Oregon

REVIEW AND APPROVAL:

John Hitt Date
City Administrator

RESOLUTION NO.

A RESOLUTION ENTERING INTO AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE CITY OF MONROE TO PROVIDE MONROE WITH WATER TREATMENT AND SYSTEM SUPERVISOR PERSONNEL SERVICES

WHEREAS, THE City of Harrisburg owns and operates a water system within the boundaries of the City of Harrisburg, and employs certain persons responsible for operations and management of its water system including its water treatment facilities; and,

WHEREAS, the City of Monroe owns and operates a water system within the boundaries of the City of Monroe, and employs certain persons responsible for operations and management of its water system including its water treatment facilities; and,

WHEREAS, the City of Monroe needs a person qualified and certified by the State of Oregon to operate and supervise its water system including its water treatment facility; and,

WHEREAS, the City of Harrisburg has available personnel who are qualified and certified to be the Direct Responsible Charge (DRC); of the City of Monroe water system; and,

WHEREAS, the City of Harrisburg is willing to enter into an IGA that adequately compensates the City of Harrisburg for the costs of providing its personnel to operate and supervise the City of Monroe water system; and,

WHEREAS, this IGA is made pursuant to ORS 190.010, which provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the Agreement, or its officers or agents, has the authority to perform; and,

DATED this 21st day of May 2020

Mayor, City of Harrisburg

ATTEST:

City Recorder

DRAFT RESOLUTION - NOT FOR APPROVAL

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
CITY OF HARRISBURG AND CITY OF MONROE**

THIS AGREEMENT is made and entered into this day of _____ by the City of Harrisburg, an Oregon municipal corporation, and the City of Monroe, an Oregon municipal corporation.

NOW THEREFORE, the parties do agree as follows:

RECITALS

I. PURPOSE

- a. This IGA in made pursuant to ORS 190.010, which provides that units of local government may enter into agreements for the performance of any or all functions and activities that any party to the Agreement, or its officers or agent, has the authority to perform.

- b. The City of Harrisburg owns and operates a water system within the boundaries of the City of Harrisburg, and employs certain persons responsible for operations and management of its water system including its water treatment facilities; and,

- c. The City of Monroe owns and operates a water system within the boundaries of the City of Monroe, and employs certain persons responsible for operations and management of its water system including its water treatment facilities; and,

- d. The City of Monroe desires that its water system be operated by a State of Oregon Certified Water Operator. It intends to provide safe drinking water both residential and commercial to all users in its service area.
 - e. The City of Monroe is in need of a person qualified and certified by the State of Oregon to operate, maintain and supervise its water system including its water treatment facilities.
 - f. At all times cover by this IGA, the City of Monroe is the “owner” of its water treatment facility and is required to have a “Direct Responsible Charge” water operator to Oregon Health Authority – Drinking Water Program (DRC) pursuant to OAR 333-061-0225.
 - g. This IGA establishes the terms under which the City of Harrisburg agrees to share Harrisburg personnel with the City of Monroe in operating, maintain and supervision of the City of Monroe water system including its treatment facilities.
- II. TERMS OF AGREEMENT:
- a. City of Harrisburg will oversee the day-today operations of the City of Monroe water system to include all water sampling and monthly reporting to the State of Oregon Drinking Water Program. The City of Harrisburg will assign a Certified Operator to be the DRC for the City of Monroe. All services in this IGA will be performed in accordance with the regulatory requirements of the State of Oregon

- b. At all times under this IGA the City of Harrisburg employees providing this service remain City of Harrisburg employees and under City of Harrisburg supervision and is responsible for its City employees.
- c. The initial term for this agreement shall be one year, beginning on the effective date and shall be renewed or amended by the parties, as necessary. This IGA may be amended providing the amendment is reduced to writing and signed by both municipalities and the DRC.
 - i. Any change in law, rule or regulation affecting the services performed under this IGA shall not require a modification of this IGA.
 - ii. If the actual expenses incurred by the City of Harrisburg to provide the required services are more than 25% or more of the charge established for this service, the City of Harrisburg may propose in writing an amendment of the IGA.
- d. The parties may mutually agree to terminate this IGA at any time. The City of Monroe will be required, within 30 day to notify the State of Oregon Drinking Water Program of the new DRC. All parties agree to attempt to resolve any complaint or problem threw their respective managers in an informal process.
- e. To the extent allowed under the Oregon Constitution and the Oregon Tort Claims Act, each party shall indemnify and hold harmless the other party from all claims, damages or expenses of any kind, including attorney's fees and other costs and expenses of litigation, for personal or property damage arising out of the indemnifying party's performance required by this agreement.
- f. The currently acting managers or mayors of City of Harrisburg and the City of Monroe shall be the respective agents authorized to implement this IGA.

III. REVIEW

- a. The charge to the City of Monroe for services provided under this IGA by the City of Harrisburg personnel shall be \$500.00 dollars per month payable by the 10th of each month.
- b. The City of Monroe is responsible for obtaining any equipment, materials or supplies necessary for service to be performed
- c. The City of Monroe is responsible for providing daily under certified personnel for simple operational tasks, maintenance and security of its water system and facilities.
- d. The City of Monroe is responsible for providing all required information to the DRC so to perform the services required by the State of Oregon as the DRC.

IV. MODIFICATIONS

- a. This Agreement contains the entire agreement between the parties hereto and supersedes any and all prior express and/or implied statements, negotiations and/or agreements between the parties, either oral or written. Any party to this agreement may from time to time request changes in the scope of the agreement as set forth herein. No changes shall be valid unless in writing and signed by all parties to this agreement.

V. INDEMNITY

- a. Each member agrees to defend, hold harmless and indemnify the other, their officers, employees, board members, and agents from any and all liability, damages, costs, expenses, and attorney fees arising out of the a member's negligence while engaged in the activities arising out of this agreement.

VI. COUNTERPARTS

- a. This agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

Approved by Harrisburg:

Approved by Monroe:

By: _____

By: _____

Date: _____

Date: _____

Approved by DRC:

By: _____

Date: _____

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: City Council Minutes for February 25 and March 24, 2020.

Exhibit B: Payment Approval Report for April 2020

Exhibit C: Planning Commission Minutes for March 17, 2020

ACTION: Motion to approve the consent List

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

1. The City Council Minutes for the February 25 and March 24, 2020 Meetings.
2. The payment approval report for April 2020

THIS AGENDA BILL IS DESTINED FOR: Consent Agenda – 05.21.20

STAFF RECOMMENDATION:

Staff recommends the City Council approve the consent list.

BACKGROUND INFORMATION:

Construction Permits:

April: Submitted: 13
Issued: 15

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

2020 YTD: \$1,668,866

Business Licenses Issued: 1 for Java Joy located at 375 S. 3rd St.

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

Library Board: Chairperson; Cassandra Barney

The Library Board meets on every other month basis.

Next Scheduled Meeting: June 11, 2020

Personnel Committee: Chairperson; Kimberly Downey

Next Scheduled Meeting: TBA

Planning Commission: Chairperson; Todd Culver

The Planning Commission met on March 17, 2020. Those minutes are attached.

The meeting scheduled in April and May were cancelled.

Next Scheduled Meeting: June 16, 2020

REVIEW AND APPROVAL:



05.14.20

Michele Eldridge Date
CR/Asst. City Administrator



City Council Work Session Meeting Minutes February 25, 2020

Mayor: Robert Duncan, presiding.
 Council President: Mike Caughey, present.
 Councilors present: Kimberly Downey, Robert Boese (Via Conference Phone until 6:40pm), Adam Keaton, and Charlotte Thomas.
 Absent: Randy Klemm and Youth Advisor Quinton Spencer
 Meeting Location: Harrisburg Municipal Center @354 Smith St.

The Meeting was called to order by the Mayor at the hour of 6:30pm.

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

THE MATTER OF IMPROVEMENTS TO 5TH STREET AND KESLING FROM 4TH TO 5TH STREET

- **Downey declared a conflict of interest in this subject and wanted to excuse herself from the conversation. (Councilor Downey lives on 5th Street.)**
- Hitt noted that we had gotten a hold of Councilor Boese, who was in Washington, and was willing to attend on the phone, so we would still have a quorum. He had Eldridge do some research on this issue and asked her to relate that.
- Eldridge noted that ORS 244.120 had the methods of handling conflicts with elected officials in relation to a conflict of interest. Section 2(B) states that *'if any public official's vote is necessary to meet a requirement of a minimum number of votes to take official action, be eligible to vote, but not to participate as a public official in any discussion or debate on the issue out of which the actual conflict arises'*. She added that technically, that includes discussion after the vote.
- Scholz explained the project as stated in the agenda. He handed out the bid list, (Please see Addendum No. 1) showing H&J Construction as the low bidder. They have done other projects for us, and the Engineer recommends we accept them for this project. The engineer had estimated a total of \$700,000 for this project; the City is very happy to have these bids be so much lower.
- Thomas asked how the City Engineer had come up with that number?
- Scholz said that the engineer had taken an average of the last projects we've done, fairly recently, so he knew that this was a valid estimate. The funds we have listed as the source of funds are varied due to this project and are more than enough to compensate for it. The street is considered an oil mat, and therefore, is eligible for SDC's to be used.

February 25, 2020

- Thomas was somewhat worried about all the cost overruns at the school, and the resultant change orders. Does he anticipate having anything like that?
- Scholz told her that our project is much different from the school, but that yes, if something comes up, it could result in a change order. After Caughey remarked about the good experience H&J came up with on Moore St., Scholz related that H&J had fixed the problem with the pressurized sewer line failing from the sewer pump station. They are a great company and know what our standards are.
- Eldridge said that she had a citizen who contacted her prior to the meeting and wanted her to share their question. ***The citizen has asked Council to verify that the homeowners on 5th St. will not be responsible for the costs of the project on 5th St.***
- Scholz verified that there will be no costs shared with them, because of the SDC's we are allowed to use, and the Water Bond.
- Thomas **motioned to award the contract to H&J Construction, Inc., the lowest bidder as shown on the bid listing in Addendum No. 1. She was seconded by Caughey.**

When Hitt asked if this was a not to exceed amount, Scholz asked the Council if a field change order should come back to them for approval. Mayor Duncan thought that they generally did, but Scholz said that anything \$500 or under shouldn't need to. We could talk about that in the future.

- **The City Council then voted 4-0 in favor of the motion, with Kim Downey not voting due to the conflict of interest.**
- Downey returned to the Council tables to discuss the change order question; she thought there was a limit, like a resolution or something that defined how much it could be before returning to the City Council. We used to have change orders all the time.
- Scholz thought that if a change order was \$25,000 or more, that it should come through the City Council, but anything under that, could be approved by the City Administrator.
- Downey thought she remembered that there was a limit over which they would need to return to Council.
- Scholz that there is one. But if a certain threshold is reached, that you might need to get informal bids. He thought it followed that standard.

At the hour of 6:40pm, Councilor Boese left the meeting.

THE MATTER OF CHANGING THE AUTHORIZED SIGNER FOR CLOSING ON THE PURCHASE OF PARK LAND FROM KNIFE RIVER BY ADOPTING RESOLUTION NO. 1228

- Downey **motioned to Approve Resolution No. 1228, "A RESOLUTION CHANGING THE AUTHORIZED SIGNER FOR CLOSING ON THE PURCHASE OF PARK PROPERTY FROM KNIFE RIVER."** She was **seconded** by Keaton, and the **City Council voted unanimously to approve Resolution No. 1228, and thereby allowing City Administrator John Hitt to be the authorized signer on the Park land purchase from Knife River.**

Mayor Duncan asked about the reclamation process, and Hitt told him they are still on the hook for finishing that. The vast majority of it is completed. It must be re-inspected for three straight years, during which they will verify the trees are still alive, and the pond has adequate bank sloping.

February 25, 2020

THE MATTER OF REVIEWING AND APPROVING UPDATED HARRISBURG FIVE YEAR STRATEGIC PLAN

STAFF REPORT: Hitt noted that the City Council should review the changes we've made to the strategic plan, and he can then return at the next meeting with a resolution to adopt the plan. He started outlining all the changes as shown in the Council agenda, starting with the priorities. (*City Records note only the objectives below were discussed by Council.*)

Objective No. 4; Park land Inventory. Hitt spoke about what he was doing to help with Parks Development. Mayor Duncan stated in the past, that we had talked about the county helping us with that development, and he wondered if anything else had been done or shared on that. Hitt told him no.

Objective's No 5, 6 and 7: In relation to 4th Street, Downey asked when the contract was expiring with Burlington Northern? Caughey told her 2022. Downey wanted to make certain that we stay on that issue as it's so important to the City. The rest of Council wanted to make sure that we followed up, especially after Congressional Representative Peter DeFazio was assisting us. Caughey wanted us to be certain to address that before the contract expires. The City Council updated Hitt on that issue, as he thought we could just widen the road on either side. However, Harrisburg, in this case, owns the right-of-way, not the railroad line. Hitt said that he would modify the language.

Thomas asked to back up to Great Neighborhoods, and asked if we could add an objective in relation to fixing some of the issues we have that are preventing new housing developments from coming to Harrisburg. Hitt felt that we already were doing that, with the rewrite of the zoning and subdivision ordinances. He added that when we get that done, Council could revisit whether we needed to amend our Comprehensive Plan and Zone Plan Map. Eldridge added that the City would be working on the marketing plan and will be sending that to developers and contractors to try to bring interest to Harrisburg construction. There are several large properties which have recently sold, which will help to move development of our infrastructure out to the east edge of town, where we have all the UGB expansion area. Thomas asked how difficult it would be to just change the plan, and whether we could swap zones. Hitt told her that rezoning is easier than a Comprehensive Plan Map Amendment, which is a more elaborate process. He felt that the improvements to the zoning and subdivision codes would provide a 65% to 70% improvement on some of those development issues.

Objective 9; Community Awareness to Crime Issues: Mayor Duncan asked if the baseline Hitt was discussing was based on crime, rather than traffic? Hitt told him his goal is to develop a statistical crime reporting baseline. Traffic will be through Coburg, and Crime will be through Linn County. Mayor Duncan asked about the feedback on the Coburg Police, and was told by Hitt that from his perspective, quite well. Eldridge said that they have already had citations. Mayor Duncan knew that they had people thanking them for being there.

III Economic Development; Goal 3: Hitt noted the new goal here and enhancing economic development outreach. We already had some of the most important economic development tools in Oregon, through the Enterprise Zone, and Urban Renewal. He wanted to revisit the Urban Renewal Agency specifically, as that is one of the most important tools that Oregon has to promote economic development.

Objective 17; Investigate and implement new technology and workplace practices, saving time and resources: Hitt said that we will be investigating new software options, and while we have achieved the \$75,000 reduction this year, his goal is to maintain that. Mayor Duncan asked how much we are spending on paper, and Scholz told him about \$170 in copy paper a year. Downey suggested that perhaps we could pick up our own packets to help save on staff time with deliveries. Thomas

February 25, 2020

said that she would not be there before 5:00 to pick up her packet, and Mayor Duncan typically collects his mail every two weeks. Keaton suggested that we pursue again, picking up pads for Council. He uses his every meeting. They are so cheap now.

Hitt noted that he would return to the next meeting with the revisions to the Strategic Plan as well as the Resolution to adopt it.

OTHER ITEMS

- Hitt commented had started the process of looking at a different provider for our building permits and inspection services. He had an issue with Linn County with the level of service, which is nothing nasty or severe, it's simply that the County does not have enough staff to handle all the permits and issues they have. He wants to make sure that the City is known as a community that welcomes development. There are also issues for when they return calls and emails as well.
- The City Council discussed this briefly, and some of the issues that the City has dealt with. Thomas had a friend in a different City, who found an issue that an inspector missed, costing them \$25,000. Mayor Duncan said that if we make changes, as a builder, he wanted to make sure that we keep that Harrisburg difference. We are night and day to other communities, and especially Lane County.
- Caughey remarked how he had researched the LOC job board today and was so happy that we have chosen our leader for the next few years. There are now 8 cities that are desperately seeking a City Manager.
- Thomas said that her husband Justin was here at the beginning of the meeting, and wanted to address the Council, but because of how the Mayor phrased the open session section tonight, he didn't think he should say anything. He's the current President of the school board, which had a meeting tonight; he couldn't stay until we discussed the Strategic Plan. He wanted to make sure that we talked about housing development.
- Ginny Ward, who lives on Priceboro road, told the City Council that they allowed them to have a housing hardship permit last July, after a house fire. She and her husband wanted to express their thanks to the City Council and the City of Harrisburg for making this easy for her. They've had nothing but great experiences with staff and Linn County. The permitting was a little tricky, but that wasn't nearly as bad as Eugene and Junction City. She thanked them again for helping.
- Another person in the audience, (Unnamed) said that they hoped that there might be something available (in housing) in town soon, as they would like to move here. They do not even know where to start. Will there be anything changing in the future that can help them move here?
- Mayor Duncan told her that we are working on that. We did complete an urban growth boundary expansion...those are like root canals. That allows for more development. He talked about what the City is doing to change development standards, and by improving our water, improving our streets, and making things better for all our citizens.
- Ginny Ward said that she's been here for just over a year, and this is her favorite place she's ever lived in. She would love to see more growth; she'd tell people to move here!
- Caughey thanked everyone in the audience tonight for attending; we normally only see one person out there, so he appreciates everyone attending.

With no further business to discuss, the meeting was adjourned at 7:33pm.

Mayor

City Recorder

UNAPPROVED



February 25, 2020

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

RE: Kesling and South 5th Street Improvements Notice of Apparent Low Bidder and Engineer's Recommendation for Award of Contract

The City received the following bids for the Kesling and South 5th Street Improvements project.

1. <u>H&J Construction, Inc.</u>	\$ <u>402,857.50</u>
2. <u>Knife River Corporation</u>	\$ <u>440,819.50</u>
3. <u>Kipco Construction</u>	\$ <u>454,940.00</u>
4. <u>Wildish Construction Co.</u>	\$ <u>459,905.00</u>
5. <u>North Santiam Paving</u>	\$ <u>462,054.50</u>
6. <u>Eugene Sand Construction</u>	\$ <u>530,813.00</u>
7. <u>KSH Construction Co.</u>	\$ <u>599,599.00</u>
8. <u>Willamette Valley Excavating</u>	\$ <u>626,642.31</u>
9. <u>Jesse Rodriguez Construction</u>	\$ <u>774,097.00</u>

I have reviewed all bid packages and found all to be complete and responsive.

I recommend that the contract be awarded to H&J Construction, Inc. in the amount of \$402,857.50.

Sincerely,

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



City Council Work Session Meeting Minutes March 24, 2020

Mayor: Robert Duncan, Presiding (In Person)
 Council President: Mike Caughey, Present via Conference Call
 Councilors Present: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, Charlotte Thomas, all present via conference call.
 Absent: Youth Advisor Quinton Sheridan
 Staff Present: In Person; City Administrator John Hitt, and City Recorder/Asst. City Administrator Michele Eldridge. Via Conference Call, Finance Officer Tim Gaines.
 Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan, at the hour of 6:30pm. He noted that the Council was participating via conference call tonight, and that he would be calling on each of them in order to comment on, and vote during the meeting on each subject.

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

- Harrisburg Fire/Rescue District Chief Bart Griffith was present and spoke briefly with Council about the COVID-19 responses from an EMS (Emergency Medical Service) standing. They had kept a good storage of PPE, so were doing well compared to many other organizations. He also informed them of their protocol when going into people's homes and treating them.
- The City Council thanked him, and his volunteers for the work that they do. They cannot say how much they appreciate all of them.

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

LCSO Report: Sergeant Greg Klein related the information on the February Reports for the City Council. They also had adequate PPE, and he described how they are dealing with interactions with the public. They are being careful to have mostly phone interactions with people when following up on issues such as burglary.

Downey thanked them for apprehending the person who had gotten out of the correctional institute, and that was responsible for some of the area burglaries, and Caughey thanked them for the February response to traffic. He was surprised with the number of people driving uninsured! Klemm asked him to tell his deputies of how much we thanked them for their service.

RESOLUTIONS

THE MATTER OF CITY OF HARRISBURG DECLARING A LOCAL STATE OF EMERGENCY AND APPROVING RESOLUTION NO. 1229.

STAFF REPORT: Hitt reviewed the actions allowed by the resolution in declaring our own state of emergency. This was a recommendation by the City Attorney. It leaves no questions or doubt as to whether we qualify for emergency assistance. It also shows that we are cooperating with all the other agencies. He reviewed the actions allowed by the resolution language. He did want to point out specifically that he has an end date on this, but technically, the Governors Executive Order No. 20-12 does not have an end date.

Keaton appreciated that we had an end date on our declaration, as the state does not have them. Thomas agreed with him, as did Caughey. Klemm asked if he had taken actions already, as it says this has ratified previous orders. Hitt told him that we have City facilities closed to public access, and employees are working from home on a scheduled basis. Klemm felt that the resolution was thorough, and well written. Downey thought it looked great.

- Thomas **motioned to approve Resolution No. 1229, “A RESOLUTION DECLARING A LOCAL STATE OF EMERGENCY RELATED TO THE NOVEL INFECTIOUS CORONAVIRUS (COVID-19)”**. She was seconded by Klemm. The City Council voted unanimously to approve Resolution No. 1229, and thereby establishing a State of Emergency in the City of Harrisburg.

THE MATTER OF REDUCING OR ELIMINATING WATER SERVICE LATE FEES AND WATER SHUTOFFS FOR THOSE WHO DO NOT PAY ON A TIMELY BASIS AND APPROVING RESOLUTION NO. 1230

STAFF REPORT: Hitt explained the reasoning behind the program he was suggesting. As noted in his report, it also eliminates tags being hung. It will likely affect revenues by \$3,500 to \$5,000, or possibly more. He suggested amending the resolution to tie it to the emergency declaration of the City.

Keaton commented once again that he appreciates an ending date to the program, to which Caughey also agreed. Thomas agreed, but thought that the city should maybe revisit this at the end of May, if necessary. She didn't think many people would see it as free water. If people are struggling, we want to help them. Boese agreed, as did Klemm.

- Keaton **motioned to approve Resolution No 1230, “A RESOLUTION GRANTING THE CITY ADMINISTRATOR TEMPORARY AUTHORITY TO WAIVE CITY UTILITY LATE FEES AND MANDATORY WATER SHUTOFFS DUE TO NON-PAYMENT FOR SERVICES”**, and amending it by adding at the end of the last paragraph, that this authority will sunset with the state of emergency in Harrisburg.” He was seconded by Klemm. The City Council then voted unanimously on the amendment language and followed that with a motion on the original Resolution No. 1230. This therefore allows the City Administrator to temporarily waive City utility late fees and water shutoffs, which is tied to the emergency declaration in Harrisburg.

THE MATTER OF APPROVING THE HARRISBURG 2020-2025 STRATEGIC PLAN AND RESOLUTION NO. 1231

- Klemm motioned to approve **Resolution No. 1231, “A RESOLUTION ADOPTING THE CITY’S 2020-2025 STRATEGIC PLAN AND REPEALING RESOLUTION NO. 1209.”** He was seconded by Boese. The City Council then voted unanimously to approve Resolution No. 1231, and thereby adopting the 2020-2025 Strategic Plan for the City of Harrisburg.

NEW BUSINESS

THE MATTER OF A DISCUSSION CONCERNING ASSISTANCE/SUPPORT CITY MIGHT PROVIDE TO CORONAVIRUS IMPACTED BUSINESSES AND/OR CITIZENS

STAFF REPORT: Hitt reiterated the information in his agenda report, relating the types of credits that could be offered to our small businesses that are affected by the pandemic the most. He had included the memo from Beaverton, as being one of the more aggressive assistance programs. He also referred to a service that was online from the City of Albany, at www.albanyrecovers.org. He liked the idea of this type of a program, which gives citizens the choice of needing something, and getting assistance, to volunteering for a part of the program, or finding resources for the program. The challenging part of a program like this, is what happens when you don't have a volunteer who can go when and where it's needed. Does that mean that we would need to have a staff member do it? This type of program is better suited to a larger City and staff.

The City Council started a discussion in relation to this issue. More concern was related to our businesses and keeping them going. While the City Council was opposed to the Reader board being used for advertisements, they didn't mind a more generalized type of statement. The suggestion was made several times for Hitt to contact the businesses directly, to find out what they would feel would assist them best. While everyone was concerned about our citizens, it was noted that there were a lot of churches, and social agencies in the larger towns, who all worked together on something like that.

Downey suggested that perhaps we could allow sidewalk signs like the one she used to put out. Caughey felt that relaxing that sign code would be really beneficial; other Councilors agreed on that on a temporary basis. They felt anything in relation to coming up with a program that could help businesses get back on their feet would also be useful, but likely wouldn't be sustainable. Licenses and land use issues wouldn't be useful, because one is development, which generally doesn't affect our businesses, while licenses are in December, and too far out to make a difference.

Thomas didn't think that the City should step into connecting people as of yet. She liked the idea of incorporating the reader board, and would like to help support the restaurants, as they seem to be at the higher risk of closing. We don't want to see any businesses closing after we've worked hard to fill any empty spots. She liked the idea of providing information on who was open, and who was closed, and providing numbers for takeout, and hours, etc. Eldridge noted that she was already planning on a generic statement for businesses on the reader board, and was planning on both Facebook, and a dedicated web page. Hitt liked that and wasn't opposed to more specific references. Boese liked the thought of providing grant money for businesses that have a hardship. This is going to affect all of us, throughout the City, state, and nation. Klemm agreed and wanted the City to reach out and find out what the business owners wanted the most. He thought anything we can do to assist them in providing them with resources would be extremely good.

Hitt had an advantage in contacting our business owners, due to the license program. He will do some checking into trying to set up a fund that would operate like a grant. The HRA wouldn't work, because it only applies to businesses in the boundaries. He would look at some one-time credits, because we wouldn't be able to sustain it otherwise. He will check in personally with the businesses. To summarize, we will look at allowing temporary signs, and to relieve the regulations in relation to that. We could add some information to the reader board. We will add in web information pages and will also use Facebook. He will talk with businesses to gather ideas. Thomas suggested that we pin the resources on the Facebook page to the top, so that people always come first to that. Hitt said that he would return in the next month with some possible actions for the City Council to approve.

THE MATTER OF DISCUSSING EMPLOYEE BENEFITS IN RELATION TO CORONAVIRUS (COVID-19)

STAFF REPORT: Eldridge reiterated the information in the staff report, and noted that when she started the report, it was right before they finally came out with the COVID-19 leave laws, and the other information became available. Therefore, the bulk of the report is not now applicable. None of us knew for certain when these guidelines would come out. Exhibit C

was provided less than a half hour before the Council agenda was being published. She reviewed the procedures that staff would go through if they had an acute respiratory illness or were diagnosed with COVID-19.

Thomas was glad that the City has the grasp of the resources available that we do; and Caughey said that he just wants to have our employees taken care of, and Eldridge is able to handle that as HR for the City. Hitt noted that we will take care of any employees who are diagnosed or are otherwise affected by the pandemic. He hoped that we might be able to obtain reimbursement for some of the expenses, but we will cover our employees whether we are or not.

Klemm remarked that somebody could be impacted by COVID, not once, but as much as 3 or more times, depending upon mutations, and taking care of family members. It could become extremely expensive for the City if people have complications and are absent for extended periods of time. The bottom line, though, is taking care of people. Eldridge added that there are other benefits our employees receive as well, such as the EAP program. (Employee Assistance Program.) She would be sharing that information with employees. No motion is necessary, because of the late breaking information the City received on Friday.

THE MATTER OF APPROVING THE CONSENT LIST

- Downey **motioned to approve the Consent List and was seconded by Thomas. The City Council then voted unanimously to approve the Consent List. The motion to approve the Consent List approved the following:**
 - 1. The appointment of Barb Shipley, Marilyn Pollard, and Ruby Bennett to three-year terms that end on December 31, 2023.**
 - 2. The City Council Minutes for the December 10, 2019 and January 14, 2020 Business Meetings.**
 - 3. The payment approval report for February 2020**

CITY ADMINISTRATOR VERBAL REPORT:

1. Future Meetings Discussion
 - Hitt noted that we would only be meeting once a month during the pandemic, in order to meet the requirements of the governor. He asked if there was a preference on April 14th or 28th. There were none, so he decided on the 28th of April as being the next meeting. He then said that other dates will likely be May 12th for Council, and May 26th, and June 2nd for the Budget Committee Meetings.
2. Miscellaneous
 - Eldridge reminded everyone that the Oregon Government Ethics Commission, or OGEAC, had rapidly approaching deadlines of April 15th.
 - Hitt agreed, and said that Tax Day may have been extended, but your ethics statement is still due on April 15th.
 - Mayor Duncan made a statement of how pleased he is for everyone on Council to be involved and serving at this time. He can't think of a better group of people to go through a crisis with. He is proud to sit at this table, and to go through these

discussions. He hopes that everyone knows that he has their backs, and how much he appreciates everyone for serving.

ADJOURN: The Meeting was adjourned at the hour of 8:09pm.

Mayor

City Recorder

Unapproved

Report Criteria:

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1206						
1206	Analytical Lab & Consultants	125446	Water Testing	03/31/2020	183.00	51-65-4200
1206	Analytical Lab & Consultants	125447	Water Testing	03/31/2020	252.00	52-65-4200
1206	Analytical Lab & Consultants	126042	Water Testing	03/31/2020	105.00	52-65-4200
Total 1206:					540.00	
3892						
3892	B & H Photo Video	169541172	Office Equipment	03/31/2020	394.42	40-65-8050
Total 3892:					394.42	
3068						
3068	BOLI	19-009C	BOLI Prevailing Wage	03/31/2020	402.86	51-78-8015
Total 3068:					402.86	
3773						
3773	CenturyLink	MARCH 2020	Phone Bill	03/31/2020	42.13	52-65-3500
3773	CenturyLink	MARCH 2020	Phone Bill	03/31/2020	43.78	52-65-3500
3773	CenturyLink	MARCH 2020	Phone Bill	03/31/2020	43.12	51-65-3500
3773	CenturyLink	MARCH 2020	Phone Bill	03/31/2020	39.67	51-65-3500
3773	CenturyLink	MARCH 2020	Phone Bill	03/31/2020	43.78	52-65-3500
3773	CenturyLink	MARCH 2020	Phone Bill	03/31/2020	41.47	52-65-3500
3773	CenturyLink	MARCH 2020	Phone Bill	03/31/2020	43.78	52-65-3500
3773	CenturyLink	MARCH 2020	Phone Bill	03/31/2020	39.67	10-69-3500
3773	CenturyLink	MARCH 2020	Phone Bill	03/31/2020	42.13	52-65-3500
3773	CenturyLink	MARCH 2020 L	Phone Bill	03/31/2020	.76	10-69-3500
Total 3773:					380.29	
1016						
1016	Cheryl Spangler	041520201	Reimbursement	04/16/2020	113.76	24-60-2000
1016	Cheryl Spangler	041520201	Reimbursement	04/16/2020	20.00	24-60-2000
1016	Cheryl Spangler	041520201	Reimbursement	04/16/2020	9.45	24-60-2000
1016	Cheryl Spangler	041520201	Reimbursement	04/16/2020	6.50	24-60-3050
1016	Cheryl Spangler	041520201	Reimbursement	04/16/2020	28.47	24-60-3050
1016	Cheryl Spangler	041520201	Reimbursement	04/16/2020	72.39	24-60-2700
Total 1016:					250.57	
2939						
2939	Cobalt Computer Services, Inc.	17781	Computer Service	03/31/2020	1,121.25	40-65-8015
2939	Cobalt Computer Services, Inc.	17846	Computer Service	03/31/2020	204.75	40-65-8015
Total 2939:					1,326.00	
2720						
2720	Comcast	MARCH 2020	Internet Service	03/31/2020	155.13	10-60-2000
2720	Comcast	MARCH 2020	Internet Service	03/31/2020	74.17	51-65-3550
2720	Comcast	MARCH 2020	Internet Service	03/31/2020	74.18	52-65-3550

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 2720:					303.48	
1211						
1211	Consolidated Supply Co.	S.009668727.0	Misc public works supplies	03/31/2020	137.59	52-65-4600
Total 1211:					137.59	
3913						
3913	DataBar Inc	APRIL 2020	Deposit	04/23/2020	187.50	51-74-2200
3913	DataBar Inc	APRIL 2020	Deposit	04/23/2020	187.50	52-74-2200
Total 3913:					375.00	
2282						
2282	EARTH20	093333	Bottled Water	03/31/2020	30.60	10-53-2200
2282	EARTH20	093333	Bottled Water	03/31/2020	2.49	10-53-2200
2282	EARTH20	093333	Bottled Water	03/31/2020	4.00	10-53-2200
2282	EARTH20	190658	Bottled Water	03/31/2020	20.40	10-53-2200
2282	EARTH20	190658	Bottled Water	03/31/2020	2.49	10-53-2200
2282	EARTH20	292568	Bottled Water	03/31/2020	30.60	10-53-2200
2282	EARTH20	292568	Bottled Water	03/31/2020	2.49	10-53-2200
2282	EARTH20	314566	Bottled Water	03/31/2020	4.00	10-53-2200
Total 2282:					97.07	
1946						
1946	Ferguson Waterworks	0864714	P/W Misc. Expense	03/31/2020	219.56	51-65-4600
1946	Ferguson Waterworks	0864720	P/W Misc. Expense	03/31/2020	402.90	51-78-7400
1946	Ferguson Waterworks	0864720	P/W Misc. Expense	03/31/2020	402.91	52-78-7400
1946	Ferguson Waterworks	0864724	P/W Misc. Expense	03/31/2020	71.25	51-78-7400
1946	Ferguson Waterworks	0864724	P/W Misc. Expense	03/31/2020	71.25	52-78-7400
Total 1946:					1,167.87	
3697						
3697	Fewel, Brewer & Coulombe	500524	Attorney Fees	03/31/2020	250.00	10-42-2500
3697	Fewel, Brewer & Coulombe	500525	Attorney Fees	03/31/2020	603.75	10-42-2500
Total 3697:					853.75	
3853						
3853	Forestry Suppliers Inc	674778-00	Misc P/W Exp	03/31/2020	272.64	10-72-4000
Total 3853:					272.64	
1218						
1218	Grainger	9486330542	Misc. P/W Supplies	03/31/2020	196.08	10-72-6700
1218	Grainger	9489849357	Misc. P/W Supplies	03/31/2020	9.73	11-44-6100
Total 1218:					205.81	
1947						
1947	H & J Construction, Inc.	MARCH 2020	P/W Misc Expense	03/31/2020	58,520.00	51-78-8015
Total 1947:					58,520.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1219						
1219	Hach Company	11858285	P/W Misc Expense	02/29/2020	7,642.40	56-60-2300
Total 1219:					7,642.40	
1915						
1915	Harrisburg Sports Program	APRIL 2020	Sports Program	04/23/2020	1,700.00	23-70-2050
Total 1915:					1,700.00	
1220						
1220	Hurd's Custom Machinery, Inc.	13342	Public Works Supplies	03/31/2020	51.20	52-65-2400
1220	Hurd's Custom Machinery, Inc.	24976	Public Works Supplies	03/31/2020	56.86	25-65-2000
1220	Hurd's Custom Machinery, Inc.	24976	Public Works Supplies	03/31/2020	13.99	11-45-3000
1220	Hurd's Custom Machinery, Inc.	25269	Public Works Supplies	03/31/2020	.36	10-72-6700
Total 1220:					122.41	
1101						
1101	Ingram Library Services	44527995	Library books	04/02/2020	35.28	24-60-2000
1101	Ingram Library Services	44999782	Library books	04/23/2020	26.81	24-60-2000
Total 1101:					62.09	
3432						
3432	John Deere Financial	1908910	Misc P/W Exp	03/31/2020	3.06	11-45-3000
3432	John Deere Financial	1908910	Misc P/W Exp	03/31/2020	3.07	51-73-2100
3432	John Deere Financial	1908910	Misc P/W Exp	03/31/2020	3.07	52-73-2100
3432	John Deere Financial	1942724	Misc P/W Exp	03/31/2020	31.60	11-45-2100
3432	John Deere Financial	1942724	Misc P/W Exp	03/31/2020	31.60	51-73-2100
3432	John Deere Financial	1942724	Misc P/W Exp	03/31/2020	31.60	52-73-2100
Total 3432:					104.00	
3883						
3883	Knox Ag Irrigaion, Inc	1510	Misc P/W Exp	03/31/2020	2,300.00	52-65-2400
Total 3883:					2,300.00	
1225						
1225	Linn County Building Dept.	MARCH 2020	Building Permit Fees	03/31/2020	9,948.89	10-50-2000
Total 1225:					9,948.89	
1253						
1253	Linn County Sheriff's Office	APRIL 2020	Law Enforcement Contract	04/16/2020	233,805.00	10-66-3000
Total 1253:					233,805.00	
2489						
2489	Lori Ross	42720201	Reimbursement	04/30/2020	71.39	24-60-2800
Total 2489:					71.39	
3894						
3894	Mitel	33677052	Phone Bill	04/10/2020	118.97	10-69-3500
3894	Mitel	33677052	Phone Bill	04/10/2020	118.97	51-65-3500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3894	Mitel	33677052	Phone Bill	04/10/2020	118.97	52-65-3500
3894	Mitel	33677052	Phone Bill	04/10/2020	29.87	24-60-2500
Total 3894:					386.78	
3897						
3897	Monoprice, Inc.	19974115	Office Supplies	03/31/2020	196.07	10-53-2200
Total 3897:					196.07	
2644						
2644	Net Assets	54-202203	Lien Searches	03/31/2020	136.00	10-53-2250
Total 2644:					136.00	
1962						
1962	NW Electrical Construction	4739	PW Misc. Expense	03/31/2020	331.64	10-72-4000
1962	NW Electrical Construction	4739	PW Misc. Expense	03/31/2020	366.80	52-65-2400
1962	NW Electrical Construction	4752	PW Misc. Expense	03/31/2020	262.50	52-65-5400
1962	NW Electrical Construction	4752	PW Misc. Expense	03/31/2020	735.00	52-65-5400
1962	NW Electrical Construction	4752	PW Misc. Expense	03/31/2020	2,081.80	52-78-7035
Total 1962:					3,777.74	
1102						
1102	NW Natural Gas Co.	APRIL 2020	Utilities	04/14/2020	26.42	10-69-2000
1102	NW Natural Gas Co.	APRIL 2020	Utilities	04/14/2020	259.07	51-65-2700
1102	NW Natural Gas Co.	APRIL 2020 P	Utilities	04/16/2020	48.48	52-65-2700
Total 1102:					333.97	
1245						
1245	One Call Concepts, Inc.	0030387	Locates	03/31/2020	34.80	51-65-4600
1245	One Call Concepts, Inc.	0030387	Locates	03/31/2020	34.80	52-65-4600
Total 1245:					69.60	
3912						
3912	One Diversified, LLC	0265936-IN	Misc P/W Exp	02/29/2020	2,531.53	23-70-2500
3912	One Diversified, LLC	0266230-IN	Misc P/W Exp	03/31/2020	630.45	23-70-2500
Total 3912:					3,161.98	
1862						
1862	Oregon DMV	47552787	Record Inquiry	03/31/2020	1.40	10-42-2800
Total 1862:					1.40	
1079						
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	69.06	52-65-2600
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	20.29	10-69-2500
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	275.03	10-69-2500
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	33.83	10-69-2500
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	55.86	10-69-2500
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	102.26	10-69-2500
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	765.28	10-69-2500
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	74.42	52-65-2600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	102.25	52-65-2600
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	1,671.46	52-65-2600
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	63.00	52-65-2600
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	18.15	52-65-2600
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	40.54	52-65-2600
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	30.67	10-72-6700
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	192.17	25-65-2500
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	26.69	25-65-2500
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	54.38	25-65-2500
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	136.42	10-69-3000
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	87.85	10-69-3000
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	43.33	10-69-3000
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	589.89	10-69-3000
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	68.64	10-69-3000
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	1,160.62	10-69-3000
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	63.46	10-69-3000
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	125.21	10-69-3000
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	275.13	10-69-3000
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	18.29	10-69-3000
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	167.50	10-69-3000
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	33.53	11-44-2000
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	3,640.90	51-35-2600
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	901.89	51-35-2600
1079	Pacific Power & Light Company	MARCH 2020	UTILITIES	03/31/2020	135.77	51-35-2600
Total 1079:					11,043.77	
1815						
1815	Right-Way Plumbing & Backflow	18223	Misc. P/W Supplies	03/31/2020	572.00	51-65-4800
Total 1815:					572.00	
2927						
2927	Staples Business Advantage	3442772966	Office Supplies	03/31/2020	65.53	10-60-2300
2927	Staples Business Advantage	3442772966	Office Supplies	03/31/2020	65.53	51-74-2400
2927	Staples Business Advantage	3442772966	Office Supplies	03/31/2020	65.53	52-74-2400
Total 2927:					196.59	
1144						
1144	Suzan Jackson	191	Janitor Services	04/30/2020	599.17	10-72-4100
1144	Suzan Jackson	191	Janitor Services	04/30/2020	375.83	10-72-4100
Total 1144:					975.00	
3803						
3803	The Times	APRIL 2020	Newspaper	04/23/2020	29.00	24-60-2000
Total 3803:					29.00	
2052						
2052	Tri-County	APRIL 2020	Annual Contribution	04/30/2020	1,000.00	23-70-3000
Total 2052:					1,000.00	
3747						
3747	USABlueBook	187394	Misc P/W Exp	03/31/2020	169.04	52-65-2400

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3747:					169.04	
3663						
3663	Water & Sewer Account Refunds	#1066.07	W/S Deposit Refund	04/02/2020	50.00	51-2120
3663	Water & Sewer Account Refunds	#1066.07	W/S Deposit Refund	04/02/2020	50.00	52-2120
3663	Water & Sewer Account Refunds	#142.06	W/S Deposit Refund	04/10/2020	48.47	51-2120
3663	Water & Sewer Account Refunds	#142.06	W/S Deposit Refund	04/10/2020	48.46	52-2120
3663	Water & Sewer Account Refunds	#153.09	W/S Deposit Refund	04/14/2020	44.63	51-2120
3663	Water & Sewer Account Refunds	#153.09	W/S Deposit Refund	04/14/2020	44.62	52-2120
3663	Water & Sewer Account Refunds	#154.03	W/S Deposit Refund	04/02/2020	50.00	51-2120
3663	Water & Sewer Account Refunds	#154.03	W/S Deposit Refund	04/02/2020	50.00	52-2120
3663	Water & Sewer Account Refunds	#438.02	W/S Deposit Refund	04/02/2020	50.00	51-2120
3663	Water & Sewer Account Refunds	#438.02	W/S Deposit Refund	04/02/2020	50.00	52-2120
3663	Water & Sewer Account Refunds	#49.08 C	Utility Billing Overpayment	04/16/2020	4.58	01-1075
3663	Water & Sewer Account Refunds	#64.10	W/S Deposit Refund	04/30/2020	4.99	51-2120
3663	Water & Sewer Account Refunds	#64.10	W/S Deposit Refund	04/30/2020	4.99	52-2120
3663	Water & Sewer Account Refunds	#718.03	W/S Deposit Refund	04/02/2020	50.00	51-2120
3663	Water & Sewer Account Refunds	#718.03	W/S Deposit Refund	04/02/2020	50.00	52-2120
3663	Water & Sewer Account Refunds	#737.07	W/S Deposit Refund	04/10/2020	45.00	51-2120
3663	Water & Sewer Account Refunds	#737.07	W/S Deposit Refund	04/10/2020	45.00	52-2120
3663	Water & Sewer Account Refunds	#79.10	Utility Billing Overpayment	04/16/2020	46.08	01-1075
3663	Water & Sewer Account Refunds	#95.02	Utility Billing Overpayment	04/16/2020	67.60	01-1075
3663	Water & Sewer Account Refunds	#953.02	Utility Billing Overpayment	04/23/2020	20.21	01-1075
Total 3663:					824.63	
2661						
2661	WCP Solutions	11686856	Office Supplies	03/31/2020	54.67	10-60-2300
2661	WCP Solutions	11686856	Office Supplies	03/31/2020	54.66	51-74-2400
2661	WCP Solutions	11686856	Office Supplies	03/31/2020	54.67	52-74-2400
2661	WCP Solutions	11686856	Office Supplies	03/31/2020	104.50	10-72-6700
2661	WCP Solutions	11688862	Office Supplies	03/31/2020	30.45	10-72-4000
2661	WCP Solutions	11690868	Office Supplies	03/31/2020	353.90	10-72-4000
2661	WCP Solutions	11694508	Office Supplies	03/31/2020	177.00	10-72-6700
Total 2661:					829.85	
1239						
1239	WECO	CP-00106513	PW Gas Exp	03/31/2020	345.39	11-45-2000
1239	WECO	CP-00106513	PW Gas Exp	03/31/2020	402.96	51-73-2000
1239	WECO	CP-00106513	PW Gas Exp	03/31/2020	402.96	52-73-2000
Total 1239:					1,151.31	
3909						
3909	Western Collection Bureau Inc	19690	Debt Collection	04/02/2020	126.50	10-42-2800
Total 3909:					126.50	
3596						
3596	Xylem Water Solutions U.S.A.	3556B14892	Misc P/W Exp	03/31/2020	30,728.60	55-60-6050
Total 3596:					30,728.60	
Grand Totals:					376,693.36	

Payment Approval Report

Expense Account Key

	<u>Fund Number</u>	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-XX-XXXX



Planning Commission Meeting Minutes
March 17, 2020

Chairperson: Tod Culver, Presiding
 Commissioners Present: Roger Bristol, Rhonda Giles (Via Conference Call), and Jeremy Moritz and Youth Advisor Quinton Sheridan.
 Staff Present: City Planner Jordan Cogburn, and City Recorder/Asst. City Administrator Michele Eldridge. (City Administrator John Hitt was also in the audience.)
 Absent: Commissioners Kurt Kayner, David Smid, and Kent Wullenwaber
 Meeting Location: Harrisburg Municipal Center located at 354 Smith St.

CALL TO ORDER AND ROLL CALL at 7:00PM

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

APPROVAL OF MINUTES

Moritz motioned to Approve the Minutes of February 18, 2020 and was seconded by Bristol. The Planning Commission voted unanimously to approve the minutes from February 18, 2020.

THE MATTER OF THE FREEMAN VARIANCE AND HISTORIC ALTERATION PERMIT APPLICATIONS (LU 411-2019 & LU 416-2019)

Chairperson Todd Culver read aloud the order of proceedings, and noted that this is a continuance, and the process to keep the record open.

At the hour of 7:02PM, the Public Hearing was opened.

Culver asked if there were any Conflicts of Interest, or Ex Parte contacts. There were none declared; nor were there any rebuttals of such.

Culver then read aloud the criteria that were relied upon for this land use hearing and noted additional copies of criteria near the door. He also directed the audience of how they would need to direct testimony towards the applicable criteria, and how an appeal could be made.

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Staff Report: Cogburn noted that at the last meeting, the Planning Commission voted to postpone the decision and requested additional information, relative to whether or not the garage door will be on the 2nd St. side, or the alley side. We received a letter from the State Historic Preservation Office (SHPO), which stated that they would prefer the location of the garage to be from the street side, where there was already an opening, rather than a location from the alley, which has the potential to further deteriorate the building. The Planning Commission also voted that they wanted to have some choices of doors, all of which would be acceptable to the Freeman's. SHPO had already stated that the types of designs that were submitted were acceptable. It is up to the Planning Commission to review the material and decide if they should want to approve the request.

- Bristol asked if the issue was their access from the current door to the alley, or was the issue with the side entrance?
- Cogburn told him that they want to both alter the building's façade, as well as require a variance to allow the garage to be closer to the alley than what is allowed by code.
- Donnell Freeman, who as the applicant was present tonight, said that they went to Overhead Door, who had the different types of plans available, and picked out three different options. All are façade doors that fit the time period appropriate for the building. They included the information for the building and did the due diligence with the structural engineer. They will be happy with any of those three options.
- Moritz said that our concerns were in relation to whether access should be allowed from the front, or from the side. SHPO has made it clear that they want access to be from the front entrance, rather than the side. We had also told them to come back with some ideas of what designs they wanted for the door. At the juncture, it looks like the SHPO says that they don't want access to come from their alley, so the only option they have is to widen the current opening.
- Cogburn told him that's a standard point of view. Historical findings are Harrisburg specific. These can meet the minimum bar, or you can require a more historical and period look. It's a preference.
- Moritz asked for clarification that it can be a preference, but it's not mandatory.
- Cogburn told him that was correct.
- Moritz said that it's been shown that if they try to access the garage from the alley, that they can't turn a car.
- Chairperson Culver said that you can't. Maybe his mom's Prius could, but most cars can't. That doesn't make sense; and it's not a wise option. The letter we have from Joyce at SHPO states that they are fine with the front access, and the variance is required for how close that access is to the alley. Then he agrees with the rest of the Planning Commission, that we aren't going to choose the actual door they will install, but we appreciate the options to verify that they meet that period look.
- Donnell Freeman said that Overhead Door is local, but the company is also available on a regional basis. They were willing to help, and we have a lot of real options.
- Moritz added that one of the things they were talking about with this building, is that it's a model for future restoration projects in the historical zone, so once a decision is made on this, it can be used as a precedent.

Bristol asked for more information in relation to the alley, and Moritz told him that they asked if they cut a hole for a garage in the alley, whether the structure would support the opening. Bristol was then concerned about widening the opening in the front, and Freeman told her that

March 17, 2020

the structural engineer approved the larger opening for the front of the building. Some more questions were asked, but most were in relation to the pictures in the current agenda, where it was confirmed that one of the pictures was of a similar property in the same zones as this one. Freeman noted that we worded it as an example of where the distance to the alley in the historical zone is not met, similar to their situation.

The Planning Commission Chairperson asked for testimony in favor of this land use request, testimony in opposition, and neutral testimony. Nobody in the audience had any testimony to provide.

Moritz asked if our goal was in meeting the aesthetics of the time period. Chairperson Culver told him yes, we are trying to preserve that aesthetic, while also operating in the modern world; so how do you blend it? Precedent is important. Obviously, the challenge is that it is an old building, and there is nothing else like it. He is comfortable with the three choices that they've provided to us. Bristol told her that she might have an issue with not having an arch. However, Freeman told him that it will be the squared off style that it has now; the garage doors look arched. The Planning Commission spoke for a while in relation to the arches compared to a squared off look, and Freeman said that she will try to keep it uniform to the same look as in the other openings. Chairperson Culver said that we have looked at the fact that the door will be square, but because it's sitting under another window, he's not bothered by it, because it has limiting affects towards the door. We just want to make sure that we've addressed it. Moritz added that if another issue like this arises, we've made it clear that each building is subject to its own criteria. We are not comparing each building, because it's not necessarily subject to what the other buildings have done. Commissioner Giles, participating via conference call, had nothing to add.

Bristol said that this is a balancing act. If you look at an old building, and are a purist, then the building will sit there empty forever. You have to compromise to make it functional, and preserve what we can, but can allow a modification to make it useful. He felt this was a good job in doing that, although he's not certain he fully understands it. Chairperson Culver liked it and likes the idea of what we did. Moritz asked a question about the choices that they had indicated on the agenda, and Freeman says that you can pick what you want, but the pictures you see on paper doesn't always pop out what its actually going to look like. You pick the height, the opening, and then start looking at colors. But they are sticking to the carriage door from that time period.

Moritz asked if we should have them submit to us what door they decide on, or are we ok with whatever option they choose? He doesn't want them to be super limited. Freeman said that they are options. They choose the opening, and decide on an arch top, or square top. They want an arched look for the carriage door. The 2nd option is then two toned or stained, and they chose stained. Then they look at windows. They'd be happy to kick over their final choice for review. City Administrator John Hitt, in the audience, said that staff can approve this, and make sure it's consistent and historically balanced. You could also have it come back if you prefer. Eldridge referred them to page No. 84, where they could clearly see the choices the Freeman's had made. Hitt said that you can make it a condition of approval that staff can approve the final design. Chairperson Culver asked if Freeman was ok with that option, and she said that they were. Moritz said that he knows it's easy to bounce back and forth, that's why he wanted to make sure we are on the same page.

March 17, 2020

Chairperson Culver noted that the conditions of approval only apply to the historical alteration, and not the variance. We can add 'in accordance with the final approval of staff' to the historical alteration motion. Freeman asked if she should just submit it to John then, to which she received consent, and then asked about the time limit in which to complete this. Cogburn told her it would be a year.

Bristol then returned to the picture they had in the agenda; is the window shown in the picture blanked out? Freeman told him it was covered with plywood because it's unsafe. The windows are broken, as shown on pg. 34. She believes that they were having that fixed. The ultimate goal is to not replace the window; only the glass. Bristol asked then if the header will be squared. He was trying to think of the arched windows, and that it would be more consistent with the rest of the windows, but that would be with the upper windows. Freeman agreed and said what they have planned is consistent with the other doors. Chairperson Culver agreed with that. Bristol said that he thought the bottom door would be better arched, but he may have been mistaken; the squared top to the door would be more consistent with the other doors. Chairperson Culver told him he was correct.

Bristol said then that option 1 would be more consistent with the other doors. Freeman said that was correct; they would keep it squared up at the top. The carriage door is their favorite. Chairperson Culver said that they all have flat tops. Bristol asked again, that we don't have to say we like any specific options the best. He didn't walk all the way around the building, but they did drive up to the building. Chairperson Culver told him that the lady from SHPO didn't give a recommendation. Instead, she just recommended we don't punch in a new hole for a new door in the alley. Freeman said that was correct. They also don't indicate colors; those are up to the owners and/or city's. Cogburn stated that since this is an existing opening, wider than the other door, that it won't interfere with the window above, but will also have a wider installation with a flat top, that isn't arched. They are also choosing the carriage doors that look like they swing out, but they don't.

- **Moritz motioned to approve the Freeman Historic Alteration Request (LU 411), in accordance with the conditions of approval, and change to number two to reflect that the garage door choice will be in accordance with the Planning Commission decision, and will be approved by staff; and based on findings presented in the March 17, 2020 Staff Report to the Planning Commission, and on findings made by the Commission during deliberations on the request at the March 17, 2020 Public Hearing. Bristol seconded the motion, and the Planning Commission voted unanimously to approve the Freeman Historic Alteration Request (LU411).**
- **Moritz then motioned to approve the Freeman Variance Request (LU 416), based on findings presented in the March 17, 2020 Staff Report to the Planning Commission, and on findings made by the Planning Commission during deliberations on the request at the March 17, 2020 public hearing, with the addition to Condition Number Two, and with the final approval given by staff. Bristol seconded, and the Planning Commission voted unanimously to approve the Freeman Variance Application (LU 416).**

OTHERS: None

ADJOURN – 7:48PM

Chairperson

City Recorder

UNAPPROVED

**City of Harrisburg
PLANNING COMMISSION**

NOTICE OF DECISION

REQUEST: The applicant requests a Historic Alteration Permit and Variance approval associated with Harrisburg Land Use Files: LU-411 and LU-416. This is a request for Historic Alteration Permit to modify the exterior of a historic structure and a Variance to the access spacing standards.

The applicant seeks Planning Commission approval to widen an existing opening to allow for the interior off-street parking for the future residential use. The applicant also seeks approval for a 14-foot variance to the access spacing standard of 24 feet in order to access the interior off-street parking areas.

LOCATION: 190 Smith Street, and known as tax lot 5300 of Linn County Assessor's Map 15S04W16.

HEARING DATE: March 17, 2020

ZONING: C-1, Commercial and H-1 Harrisburg Historic District

**APPLICANT/
OWNER:** Clyde the Glide, LLC
310 S. Williams Street
Denver, CO 80209

APPEAL DEADLINE: March 27, 2020, at 5:00 p.m.

DECISION: The Harrisburg Planning Commission conducted a public hearing on March 17, 2020, and voted to approve the request, subject to the included conditions of approval. The Planning Commission adopted the findings contained in the March 17, 2020 Staff Report, and portions of the minutes from the meeting that demonstrate support for the Planning Commission's actions.

APPEALS: The decision may be appealed by filing a Notice of Appeal with the City Recorder at 120 Smith Street. The Notice of Appeal should be filed by the Appeal Deadline date listed above. Specific information on the requirements for an appeal or a

copy of the complete file of this land use action may be obtained at Harrisburg City Hall. There is a fee of \$425.00.

EFFECTIVE DATE: March 28, 2020, unless an appeal has been filed with the City Recorder.

EFFECTIVE PERIOD: The Historic Alteration Permit and concurrent Variance applications shall be effective for one year from the date of approval. If the applicant has not begun work on the subject site within the allotted year, the applications shall be resubmitted to the Planning Commission for additional review. Where the Planning Commission finds that conditions have not changed, at its discretion and without a public hearing, the Commission may extend the period one time for a period not to exceed one additional year.

Unless appealed, this Variance will expire on March 17, 2021.


Planning Commission Chairperson

UNAPPROVED

CONDITIONS OF APPROVAL

1. **Consistency with Plans** – Applicant shall comply with the plans and narrative in the applicant's proposal except as modified by Planning Commission or the conditions of approval below.
2. **Garage Door Conversion** – Applicant shall comply with installation of the garage door choices as decided by the Planning Commission at the meeting of March 17, 2020; and in accordance with final approval by staff.
3. **Right-of-Way Permit** – Applicant shall apply for a Right-Of-Way Permit in order to locate the curb cut needed for access to the garage opening, and will work with the Public Works Director in following the City's specifications for driveway access prior to occupancy.

MAP APPROVED