



City Council Business Meeting Agenda  
February 09, 2021  
6:30 PM

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

**PUBLIC NOTICES:**

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *All matters on the Consent Agenda are considered routine and will be enacted by one motion. Any member of the public can request that a matter be removed from the Consent Agenda for discussion. It will then be discussed under the "Other" part of the meeting schedule.*
4. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
5. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
6. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
7. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*
8. *Meetings are held in a facility that is disinfected. Masks are required if there are 10 or more people in the room. Seating is set with 6' physical separation in mind.*
9. *If you wish to testify, and are unable to attend due to the Coronavirus Pandemic, please contact the City Recorder to be placed on a Conference Call list during the meeting.*

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan

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

**OATH OF OFFICE: THE CITY RECORDER WILL ADMINISTER AN OATH OF OFFICE TO CITY COUNCILOR RANDY KLEMM.**

**LCISO REPORT: IF THE REPORT IS NOT PROVIDED IN TIME TO BE INCLUDED IN THE AGENDA, THEN IT WILL BE PROVIDED AT THE MEETING, AND WILL BE INCLUDED IN THE MINUTES. IF A REPRESENTATIVE IS AVAILABLE, AN ORAL REPORT WILL BE PROVIDED.**

**RESOLUTIONS**

**1. THE MATTER OF ADOPTING AN UPDATED FEE SCHEDULE BY APPROVING RESOLUTION NO. 1250**

**STAFF REPORT:**

Exhibit A: Land Use Fees for Regional Cities

Exhibit B: Proposed Resolution No. 1250

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1250, "A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE, AND SETTING AN EFFECTIVE DATE**

**NEW BUSINESS**

**2. THE MATTER OF APPROVING A REVISED IGA WITH COBURG FOR POLICE/PUBLIC SAFETY PURPOSES**

**STAFF REPORT:**

Exhibit A: Final Draft IGA

**ACTION: MOTION TO APPROVE THE INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES WITH THE CITY OF COBURG**

**3. THE MATTER OF APPROVING THE 2<sup>ND</sup> QUARTER 2020/2021 EXPENSE REPORT**

**STAFF REPORT:**

Exhibit A: 2<sup>nd</sup> Quarter Expense Report Ending December 31, 2020

**ACTION: MOTION TO APPROVE THE 2<sup>ND</sup> QUARTER 2020/2021 EXPENSE REPORT.**

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

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

**STAFF REPORT:**

Exhibit A: City Council Minutes for January 12, 2021

Exhibit B: Payment Approval Report for January 2020

Exhibit C: Planning Commission Minutes for December 15,  
2020

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

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

The City Council Minutes for January 12, 2021

The Payment Approval Report for January 2021

**OTHER ITEMS**

**THE CITY COUNCIL MEETING WILL BE BRIEFLY RECESSED AT THIS TIME TO HOLD THE HRA MEETING AND WILL RESUME FOR THE FOLLOWING EXECUTIVE SESSION.**

**5. THE MATTER OF AN EXECUTIVE SESSION UNDER 192.660(1)(2)(A) TO INTERVIEW TWO CITY ADMINISTRATOR CANDIDATES.**

**AN EXECUTIVE SESSION UNDER ORS 192.660 (1)(2)(A) WILL BE HELD AT THIS TIME: THE GOVERNING BODY OF A PUBLIC BODY MAY HOLD AN EXECUTIVE SESSION: (A) TO CONSIDER THE EMPLOYMENT OF A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT.**

**STAFF REPORT:**

Exhibit A: City Administrator Competencies Evaluation Form

Exhibit B: Draft Sample Employment Agreement

**ACTION: ACTIONS WILL FOLLOW AFTER ALL INTERVIEWS ARE COMPLETE ON FEBRUARY 10TH. 1. MOTION TO APPROVE EXTENDING A CONDITIONAL OFFER OF EMPLOYMENT TO: \_\_\_\_\_. 2. REVIEW THE GENERAL TERMS OF A CITY ADMINISTRATOR CONTRACT AND MOTION**

**TO AUTHORIZE THE CITY ADMINISTRATOR TO NEGOTIATE THE DETAILED  
TERMS OF A NEW AGREEMENT WITH THE SELECTED CANDIDATE.**

**ADJOURN**

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

**THE MATTER OF ADOPTING AN UPDATED FEE SCHEDULE BY APPROVING RESOLUTION NO. 1250**

**STAFF REPORT:**

- Exhibit A: Land Use Fees for Regional Cities
- Exhibit B: Proposed Resolution No. 1250

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1250, "A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE, AND SETTING AN EFFECTIVE DATE**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda - 02.09.21

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

**STAFF RECOMMENDATION:**  
**Staff recommends Council approve Resolution No. 1250**

**BACKGROUND INFORMATION:**  
The City last updated the current land use fees in November 2019. Since then, the City has had its' first subdivision application in over 13 years. The application was quite technical in nature, including wetlands, as well as storm detention facilities. As noted during the last Council Work Session, the City's consultant planner spent approximately 50 hours on the project, resulting in an invoice that was substantially larger than the City's fee collection of \$3,025 for the Woodhill Crossing Subdivision.

Most of the remaining areas of the City that will be considered for future subdivisions will require additional staff time due to wetlands, storm drainage considerations and will likely engender higher engineering charges to review additional infrastructure requirements. Based on this, and a review of the land use fees for nearby communities, Staff felt warranted in asking for an increase in subdivision fees.

City Council discussed this fee increase during the work session and determined that it was warranted to increase the subdivision fee to \$2,500 and \$35 per lot. This is a slight increase over the \$2,250 and \$25 per lot previously charged, but will certainly help to better meet the City's expenditures in staff time on difficult land use projects such as a subdivision.

The City Council also agreed with a new fee of \$40 to be established for a copy of a detailed bid tabulation for a non-bidding company and/or individual.

REVIEW AND APPROVAL:

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

**Exhibit A**  
**Select Land Use Fees for Area Cities**

<b>LAND USE ACTION</b>	<b>COBURG</b>	<b>BROWNSVILLE</b>	<b>LEBANON</b>	<b>MONROE (Benton County)</b>	<b>JUNCTION CITY</b>	<b>HARRISBURG CURRENT</b>	<b>HARRISBURG PROPOSED</b>
<b>ANNEXATION</b>	\$10,500	\$1,000	\$2,500	N/A	\$1,000	\$1,800	
<b>APPEAL</b>	\$1,050	¾ of original fee	\$250 or 50% of original fee, whichever is greater	\$250-\$1,775	\$375-\$1,000	\$750	
<b>COMP MAP AMEND</b>	\$4,600	\$1,500	\$2,500	\$3,205	\$2,500	\$2,000	
<b>CUP</b>	\$3,200	\$400-\$1,200	\$1,500	\$1,745-\$2,290	\$650	\$1,500	
<b>PLA</b>	\$900	\$300	\$250	\$914-\$1,644	\$230	\$500	
<b>PARTITION</b>	\$3,405	\$1,000-\$1,600	\$750	\$2,015+\$195 per lot	\$1,335+\$745 per lot	\$1,500	
<b>SITE PLAN</b>	\$900-\$3,900	\$700	\$750-\$1500	\$825	\$1,550	\$950	
<b>SUBDIVISION (SMALL)</b>	\$3,405	\$1,800* + \$35 per lot	\$2,250	\$2,105+\$220 per lot*	\$2,850 + \$45 per lot	\$2,250 + \$25 per lot	\$2,500 or \$3,000 + \$25 per lot
<b>VARIANCE</b>	\$2,700	\$800	\$250-\$1500	\$1,375	\$650	\$425 -\$1,000	
<b>ZONE CHANGE</b>	\$3,000	\$1,500	\$2,500	\$3,240	\$2,500	\$1,750	
	No changes since 2019	*small change to subdivision fee, otherwise, same as 2019		*for 10 lots or under, fee increases exponentially			





Resolution No. 1250

**A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE, AND SETTING AN EFFECTIVE DATE**

WHEREAS, the City of Harrisburg has the authority to charge fees for services it provides; and,

WHEREAS, the City has a current fee schedule which it provides to the public, which should accurately reflect the fees that the City charges; and,

WHEREAS, the City finds that certain land use application fees require an increase in order to recover the costs of the City's contract planner, as well as increased staff time; and,

WHEREAS, the City also desires to charge a fee of \$40 for copies of detailed bid tabulations for non-bidding companies or individuals.

NOW, THEREFORE, the City Council:

1. Adopts the Amended City Fee Schedule as shown in **Exhibit A**.
2. Repeals Resolution No. 1223.
3. The date of February 9, 2020 is hereby established as the effective date.

Adopted by the City Council of the City of Harrisburg, Oregon, the 9<sup>th</sup> day of February 2021.

\_\_\_\_\_  
Mayor

ATTEST:

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

## EXHIBIT A

**City Fees:**

Ordinance	Subject	Fee		
2.20.100	Library <ul style="list-style-type: none"> <li>• Card – Nonresident</li> <li>• Card – Nonresident Senior Citizen</li> <li>• Card – Additional</li> <li>• Card – Replacement for lost or damaged</li> <li>• Overdue Materials Charge</li> </ul>	\$25.00		
		\$12.50		
		\$1.00		
		\$1.00		
		\$0.10 / day		
2.25.050	Photocopies	<b>Size</b>	<b>B/W</b>	<b>Color</b>
		<b>8.5X11</b>	\$0.15	\$0.25
		<b>8.5X14</b>	\$0.25	\$0.50
		<b>11X17</b>	\$0.50	\$0.75
2.25.050	Public records <ul style="list-style-type: none"> <li>• Records Request Searches</li> <li>• City Charter</li> <li>• PW standard drawing</li> <li>• Comp Plan, Volume 1</li> <li>• Comp Plan, Volume 2</li> <li>• Zoning Map, Comp Plan Map, or LWI Map (11X17)</li> <li>• Buildable Land Needs Analysis</li> <li>• Certified copies</li> <li>• Detailed Bid Tabulation for non-bidding company or individual</li> </ul>	\$30 / hour – Minimum ½ hour increments		
		\$2.50		
		\$5.00		
		\$10.00		
		\$10.00		
		\$3.00		
		\$20.00		
		\$5.00		
		\$40.00		
3.07.030	Marijuana Sales Tax Rates <ul style="list-style-type: none"> <li>• Medical (% of gross sales)</li> <li>• Recreational (% of gross sales)</li> </ul>	0%		
		0%		
3.15.030	Lien Search Fees	\$28.00 / search		
5.05.050	Business License <ul style="list-style-type: none"> <li>• One Employee</li> <li>• 2-10 Employees</li> <li>• 11-30 Employees</li> <li>• 31+ Employees</li> </ul> Rental License <ul style="list-style-type: none"> <li>• 1-10 Rentals</li> <li>• 11+ Rentals</li> </ul> Late Fee	\$30.00		
		\$55.00		
		\$90.00		
		\$105.00		
		\$10.00 / rental		
		\$110.00		
		\$20% / month		
5.05.060	Transfer of Business License	\$30.00		
5.07.020	Home Occupation	\$30.00		
5.09.030	Commercial Truck Permit	\$30.00		
5.10.050	Solicitor License	\$100.00		
5.15.030	Social Games	\$75.00		

<b>Ordinance</b>	<b>Subject</b>	<b>Fee</b>
5.20.030	Secondhand Dealer License	\$75.00
5.25.030	Street & Sidewalk Vendor License	\$75.00
6.05.110.2	Small or Miniature Livestock Fee	\$50.00
9.20.030 9.55.110	Sound Amplification Permit	\$30.00
9.50.040	Public Dance License <ul style="list-style-type: none"> <li>• Annual fee</li> <li>• Amount refunded if no dance held</li> <li>• Fee per public dance</li> </ul>	\$325.00 \$250.00 \$50.00
9.52.050	Public Event Application Fee <ul style="list-style-type: none"> <li>• 500 or less people</li> <li>• More than 500 people</li> </ul>	\$165.00 \$250.00
12.10.010 13.05.050 17.35.070 18.15.020 18.20.010 18.22.020	Waiver of Remonstrance recording fee	\$105 First Page, \$5 per additional page,
12.15.040	Right-of-Way Permit	\$50.00 + actual costs
12.20.010	Street Trees Purchase and Planting per Tree	\$300.00
13.10.030	Sewer System Fees <ul style="list-style-type: none"> <li>• Sewer Connection</li> <li>• Service Deposit</li> <li>• Delinquent Accounts</li> <li>Tag Fee</li> <li>Turn on Fee</li> </ul>	\$225.00 \$50.00 \$20.00 / tag \$30.00
13.15.030	Water System Fees <ul style="list-style-type: none"> <li>• Service Installation</li> <li>• Meter Drop-in <ul style="list-style-type: none"> <li>¾" inch</li> <li>1" inch</li> </ul> </li> <li>• Service Deposit</li> <li>• Delinquent Accounts</li> <li>Tag Fee</li> <li>Turn on Fee</li> <li>• Testing Water Meter (user request)</li> <li>• Moving or altering meter</li> <li>• Repair or damage to water meter or city lines</li> <li>• Meter on well</li> </ul>	\$1,335.00 or actual costs whichever is greater \$360.00 \$415.00 \$50.00 \$20.00 / tag \$30.00 Actual Cost (\$50 min.) Actual Cost Actual Cost \$450.00
15.05.140	Fill permit <ul style="list-style-type: none"> <li>• 50 – 99 cubic yards</li> <li>• 100 – 4,999 cubic yards</li> <li>5,000 or more cubic yards</li> </ul>	\$60.00 \$425.00 + actual costs \$425.00 + actual costs
15.20.110	Flood Hazard Development Permit	\$275.00

Ordinance	Subject	Fee
18.125.110	Land use <ul style="list-style-type: none"> <li>• Annexation</li> <li>• Appeal to Planning Commission or City Council</li> <li>• Comprehensive Plan Map Amendment</li> <li>• Conditional Use Permit</li> <li>• Historic Permits               <ul style="list-style-type: none"> <li>Resource Alteration</li> <li>Resource Demolition</li> <li>Historic Review – District</li> </ul> </li> <li>• Legal Lot Determination</li> <li>• Measure 37 Claim</li> <li>• Property Line Adjustment</li> <li>• Partition (Minor/Major) / Replat ≤3 lots</li> <li>• Site Plan</li> <li>• Site Plan – Parking lot only</li> <li>• Subdivision / Replat &gt;3 Lots</li> <li>• Vacation of street, alley or easement</li> <li>• Variance (minor)</li> <li>• Variance (major)</li> <li>• Zone Map Change</li> <li>• Zoning Ordinance Text Amendment</li> </ul>	\$1,800.00 \$750.00 \$2000.00 \$1500.00 \$100.00 \$550.00 \$25.00 \$150.00 \$1,250.00 \$500.00 \$1,500.00 \$950.00 \$250.00 \$2,500.00 + \$35.00/lot \$975.00 \$425.00 \$1,000.00 \$1,750.00 \$1,125.00
<i>Miscellaneous Fees:</i>		
	Public Works Crew Rates <ul style="list-style-type: none"> <li>• Labor</li> <li>• Administrative Fee</li> <li>• Drivable Equipment</li> <li>• Other Power Equipment</li> <li>• Contracted Services</li> <li>• Grass Cutting</li> </ul>	\$65.00 / hr. 20% of Labor \$25.00 / hr. \$10.00 / hr. \$ actual costs + 20% \$75.00 / hr.
	Gazebo Rental – 4 hours <ul style="list-style-type: none"> <li>• Refundable deposit</li> </ul>	\$125.00 \$300.00
	Municipal Center meeting room rental – 4 hours <ul style="list-style-type: none"> <li>• Refundable deposit</li> </ul>	\$125.00 \$300.00
	Skate Park Reservation – two hours	\$100.00
	Notary fees <ul style="list-style-type: none"> <li>• Acknowledgement</li> <li>• Verification or affirmation</li> <li>• Certifying copy or witnessing signing</li> <li>• Administer oath or affirmation</li> </ul> Depositions per page	\$10.00 \$10.00 \$10.00 \$10.00 \$1.00
	NSF check	\$25.00
	Enterprise Zone Pre-authorization	\$250.00

**Municipal Court Fees:**

<b>Subject</b>	<b>Fee</b>
Payment Arrangement Fee	\$25.00
Suspension Fee	\$15.00
Dismissal Fee	Subject to Violation Class
Show Cause Fee	\$50.00
Warrant Fee	\$100.00
Collection Fee	\$25.00
3 <sup>rd</sup> Party Collection Agency Fee	Subject ORS137.118, and Agency's Commission

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

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**THE MATTER OF APPROVING A REVISED IGA WITH COBURG FOR POLICE/PUBLIC SAFETY PURPOSES**

**STAFF REPORT:**

Exhibit A: Final Draft IGA

**ACTION: MOTION TO APPROVE THE INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES WITH THE CITY OF COBURG**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – February 9, 2021

<b>BUDGET IMPACT</b>		
COST	BUDGETED?	SOURCE OF FUNDS
\$26,880/year	Partially- \$5,000 over budget	FY 20/21 General Fund

**STAFF RECOMMENDATION:**

**Staff recommends that the City Council approve the IGA for Law Enforcement Services from the City of Coburg.**

**BACKGROUND INFORMATION:**

Last January the City Council approved an IGA with Coburg to provide traffic patrol in a monthly amount not to exceed 25 hours at a rate of \$51.00 per hour. The new IGA increases the monthly patrol and public safety support to 35 hours a month at \$64/hour as requested by Coburg.

As discussed at the last Council meeting, the new IGA extends the contract to the end of FY 2021/22. (Section 1). In addition, the new IGA encompasses somewhat broader public safety services as well as an active role in Code Enforcement. (Section 4). While Council agreed with the changes that were being proposed, they did express that they hoped that the City could compromise with the future hours in the LCSO contract. That IGA expires in 2022.

The difference in rates between the old IGA and the new IGA will cost approximately \$5,000 more than budgeted in this fiscal year. Because another line item in Government Services will be approximately \$5,000 more than budgeted, the City

Council will see a resolution in March that will transfer \$10,000 from contingency to Governmental Services. The amounts are well under those that would require a supplemental budget.

REVIEW AND APPROVAL:

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

**INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES**

**CITY OF HARRISBURG/CITY OF COBURG**

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

**WITNESSETH**

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

WHEREAS; Both cities desire to provide mutual support and assistance in furnishing quality and cost-effective municipal services to our respective residents, as well as an enhanced emergency response, and;

WHEREAS; Representatives of both cities shall meet during the month of December 2021, or at other mutually agreed time(s), to measure the success and mutual benefit of this IGA with due consideration of all necessary amendments to this agreement as well as possible expansion of this agreement to encompass additional, joint municipal services on June 30, 2022 and beyond, and;

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

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

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

1. **TERM:** The term of this agreement shall be 18 months, commencing January 1, 2021 and terminating June 30, 2022, except as may be extended and amended as mutually agreed or terminated in accordance with Section 8 of this agreement.
2. **COMPENSATION:** Harrisburg shall pay to Coburg for such law enforcement services as provided herein as follows:



- a. Costs for this period. Payments shall be made in equal quarterly installments.

<u>ANNUAL CONTRACT</u>	<u>BASE HRS/MONTH</u>	<u>HOURS/</u>	<u>HOURLY RATE</u>
Jan 1,2021 - June 30,2022	35	<u>YEAR</u>	\$64.00
		420	

- b. In the event an incident within Harrisburg requires extraordinary police services above and beyond the typical investigation and causes the hours to be performed on behalf of Harrisburg to exceed the 35-hour month average, Harrisburg shall pay for such services at the established hourly rate listed above. Prior to any payments being made under this subparagraph, the City Administrators shall review the time involved in the investigation and jointly agree on the additional amount of compensation which should be due.
  
- 3. **ADDITIONAL HOURS:** Additional hours may be requested by Harrisburg to cover special events or patrols. Such requests shall be made in writing to Coburg no less than 30 days prior to the event or patrol. Coburg shall make reasonable accommodations to cover these additional hours. Unless prior arrangements are made and agreed to by both parties in writing, Harrisburg shall pay for such services at the average hourly rate listed above. Additional hours available for special events will be based solely on the availability of Coburg officers to cover such event.
  
- 4. **POLICE RESPONSIBILITIES:** The Linn County Sheriff's Department still provides police services to Harrisburg. Coburg agrees to provide police traffic and code enforcement services within the corporate limits of Harrisburg to the extent and in the manner herein set forth below. The police services shall encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a city police department. Such services shall include enforcement and investigations involved in the field of public safety, criminal law enforcement, or related fields within the legal power of the Chief of Police to so provide and shall be provided in conformance with the standards generally accepted within the policing profession. The law enforcement services provided by Coburg shall include the following:
  - a. Traffic Patrols. Police patrols with a minimum of 25 hours dedicated to traffic enforcement per month and up to a maximum of 10 hours per month of crime prevention and code enforcement patrol. Patrols shall be conducted on both a regular and irregular basis or as specifically requested by Harrisburg. The 25 hours dedicated to traffic enforcement will be in marked police vehicles.
  
  - b. Code Enforcement. Coburg officers shall perform miscellaneous code enforcement functions for the City of Harrisburg, as described in HMC Titles 6, 8, 9, and 10, in coordination with the Harrisburg Code Enforcement Officer. City code enforcement functions shall include, among others:

1. Reporting possible code violations,
  2. Delivering written violation notices and citations to responsible party(ies),
  3. Make initial contact and investigate possible code violations as requested by the Code Enforcement Officer,
  4. All code enforcement-related activities and functions shall be at the direction of the Harrisburg Code Enforcement Officer who shall coordinate with the Coburg Chief of police if it should prove necessary to reduce, revise, or eliminate Coburg Police code enforcement functions in Harrisburg.
- c. Travel time shall be charged at a rate of 15 minutes total per roundtrip to Harrisburg.
- d. Immediate and appropriate response to calls, subject only to necessary priorities caused by concurrent matters. Priority non-traffic enforcement calls should go to Linn County Sheriff. Coburg will respond to these calls when requested by the Linn County Sheriff or Harrisburg staff and as priorities allow. Harrisburg will need to make the decision as to whether they wish to count the time spent on a priority non-traffic call as part of the 25 hours per this agreement, or if they wish to pay the City of Coburg for the officer time spent per the 'Average' hourly rate as established in Section 2 (a) of this agreement.
- e. Provide a written report to Harrisburg on or before the 10th day of each month following the end of the quarter setting forth the actual number of calls for service and number of citations and arrests for the previous quarter. The Chief of Police or his designee shall attend any and all meetings concerning policing issues as may be necessary and as requested by Harrisburg or Coburg.
- f. Conduct spot radar enforcement as necessary to alert drivers of speed limits during normal duty hours. In addition, Coburg shall furnish Harrisburg a summary traffic survey, not later than June 30, 2021, documenting the type, frequency and severity of traffic violations noted by Coburg officers and/or traffic survey equipment. The Coburg Police Chief will work with the Harrisburg staff to define the scope and delivery of a traffic survey. If the traffic survey scope and delivery is outside of the allocated 35 hours then the City of Coburg will be reimbursed for the additional hours at the standard hourly charge established in Section 2 (a) of this agreement.
- g. Prosecution of misdemeanors and infractions in Harrisburg Municipal Court as set forth in Section 6 of this Agreement. The Harrisburg Municipal Court normally convenes on the second Wednesday of every

month. Citations issued in the prior month shall be delivered to, or otherwise made available, to the Harrisburg Court Clerk not later than last day of that month.

- h. Advise City officials of situations encountered by patrolling officers that may affect the health, safety and welfare of residents and visitors, including inadequate, missing or broken traffic or safety signs;
- i. Advise City officials of the need for new ordinances or revisions to existing ordinances to address changes in state legislation and/or law enforcement concerns;
- j. Assist the City Administrator in preparing responses to queries from County, State and other jurisdictions in matters relating to law enforcement needs and activities, jail facilities, reports and similar matters;
- k. Maintain close liaison with City officials concerning law enforcement matters;
- l. Upon request, attend Harrisburg City Council meetings in April, July, October, and December of 2021, and April of 2022, and such other meetings as may be appropriate, and as may be mutually agreed.
- m. Assist victims and witnesses at the crime scene;
- n. Preserve crime scenes;
- o. Retain evidence;
- p. All original reports shall be maintained by the Coburg police department and made available upon request in accordance with state law;
- q. Administration. The Coburg Chief of Police shall be under the administrative direction of the City Administrator of the City of Coburg and shall exercise all authority vested in that office.
- r. Make available for the performance of the duties herein properly supervised officers, certified by the Oregon Department of Public Safety Standards and Training (except as to reserve officer/cadets), and furnish and supply all other necessary labor, supervision, equipment, communications facilities, and supplies to maintain the level of services to be rendered hereunder. Harrisburg shall supply support for Coburg when able including but not limited to a 'Ready Room', emergency vehicle towing and repair, and other miscellaneous support of Coburg officers while within Harrisburg city limits or in transit to or from Coburg.

s. Coburg and Harrisburg shall cooperate and coordinate with the preparation and dissemination of public information to help citizens of both communities better understand the role, benefits, and limitations of this agreement.

- 5. **ADDITIONAL ASSOCIATED PUBLIC SAFETY SERVICES:** As noted in Section 4.c. of this Agreement, Harrisburg may at times request associated public safety services typically performed by a city police department but not directly related to traffic enforcement. Coburg will reasonably endeavor to provide these services to the best of its ability, subject to availability of personnel and other limiting factors. These services will not be counted towards the 25 monthly hours and Coburg shall be reimbursed at the average hourly rate established in Section 2 (a) of this agreement.
- 6. **PERSONNEL:** The rendition of such service, standards of performance, the discipline of officers, and other matters incident to the performance of such services and control of personnel so employed shall remain solely with the City of Coburg.
  - a. With the exception of police department reserves, all personnel employed in the performance of such services pursuant to this agreement shall be Coburg employees and all persons employed hereunder shall have City pensions, salary, workers compensation and any status or rights under the provisions of City employment paid for by Coburg.
  - b. Harrisburg shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any Coburg personnel performing services hereunder for Harrisburg or any liability other than that provided for in this agreement. Except as otherwise herein specified, Harrisburg shall not be liable for compensation or indemnity to any Coburg employee for any injury, or sickness arising out of his or her employment.
- 7. **COURT:** Upon request of the Harrisburg Municipal Court Judge or Clerk, Coburg may provide a bailiff for the Harrisburg Municipal Court who shall be present whenever the Court is in session. An Officer scheduled to testify at Court may serve as Bailiff. If Harrisburg elects to have an officer at Court then Harrisburg shall pay for such services at the average hourly rate listed above. Hours served as Court Bailiff shall be in addition to the 35 hours of traffic patrol described in Section 4.
- 8. **DISPUTE RESOLUTION:** Specifically, the Administrators shall attempt to resolve any disputes between the cities concerning the terms of this agreement and the performance thereof and may recommend that the cities enter into mediation or arbitration if the Administrators are unable to resolve a dispute matter. The type and quality of service shall be reviewed annually by the respective councils.
- 9. **TERMINATION:** This agreement may be terminated by either city at any time upon giving 30 days written notice of their intent to do so. Termination of this agreement may also be made by emergency email notice by Coburg City Administrator to the Harrisburg City Administrator and/or Asst. City Administrator, or notice by Harrisburg to the Coburg City

Administrator in the event of an unforeseen or an urgent or emergency situation. These include, but are not limited to, the necessary allocation of City personnel or equipment elsewhere, a financial exigency, or other pressing City need as determined by the Coburg City Administrator or Harrisburg City Administrator

- 10. **HOLD HARMLESS:** The parties hereby covenant and agree to hold and save each other, their officers, agents and other employees, harmless from all claims whatsoever, including attorney's fees and costs, by reason of any act or omission of each city, its officers, agents, or employees. Coburg will provide Harrisburg a certificate of insurance indicating the City of Coburg carries an insurance policy providing liability insurance for its Police Department and any contractual arrangements with other agencies.
  
- 11. **MISCELLANEOUS:** Any amendments or modification hereto shall be made in writing as approved by respective councils.

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

**CITY OF COBURG**

**CITY OF HARRISBURG**

\_\_\_\_\_  
Ray Smith, Mayor                                  Date

\_\_\_\_\_  
Bobby Duncan, Mayor                                  Date

\_\_\_\_\_  
Anne Heath,    Date  
City Administrator

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

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

**THE MATTER OF APPROVING THE 2<sup>ND</sup> QUARTER 2020/2021 EXPENSE REPORT**

**STAFF REPORT:**

2020                                      Exhibit A: 2<sup>nd</sup> Quarter Expense Report Ending December 31,

**ACTION:                      MOTION TO APPROVE THE 2<sup>ND</sup> QUARTER 2020/2021 EXPENSE REPORT.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – February 9, 2021

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
N/A	N/A	N/A

**STAFF RECOMMENDATION:**

**Staff recommend Council reviews and approves the 2<sup>nd</sup> Quarter 2020/2021 Expense Report.**

**BACKGROUND INFORMATION:**

The City’s Finance Officer has prepared the 2<sup>nd</sup> Quarter 2020/2021 Expense Report for review by the City Council. The report shows all revenues and expenditures for the 2<sup>nd</sup> quarter for fiscal year 2020/2021. The Council should review the document and raise any questions or concerns they may have to city staff. **Be aware that these numbers could change after fiscal year 2020-2021 is audited due to any auditor adjustments or reclassifications.**

**REVIEW AND APPROVAL:**

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

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**GENERAL FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	860,228.14	860,288.44	682,300.00	(177,988.44)	126.09%
TAXES	612,111.62	617,379.31	609,451.00	(7,928.31)	101.30%
FRANCHISE FEES	74,615.25	114,727.54	340,380.00	225,652.46	33.71%
LICENSES AND PERMITS	21,343.50	33,636.60	66,500.00	32,863.40	50.58%
INTERGOVERNMENTAL REVENUE	110,905.99	140,413.10	152,800.00	12,386.90	91.89%
FINES AND FORFEITURES	9,746.13	20,546.02	30,100.00	9,553.98	68.26%
INVESTMENT REVENUE	924.05	2,152.85	19,000.00	16,847.15	11.33%
MISCELLANEOUS REVENUE	2,826.74	6,049.13	6,750.00	700.87	89.62%
<b>TOTAL FUND REVENUE</b>	<b>1,692,701.42</b>	<b>1,795,192.99</b>	<b>1,907,281.00</b>	<b>112,088.01</b>	<b>94.12%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
PERSONNEL	122,659.86	237,424.49	498,019.00	260,594.51	47.67%
MATERIALS & SERVICE	116,670.59	233,607.52	694,173.00	460,565.48	33.65%
CAPITAL OUTLAY	0.00	7,450.00	40,000.00	32,550.00	18.63%
SPECIAL PAYMENTS	0.00	15,000.00	15,000.00	0.00	100.00%
TRANSFERS OUT	57,999.99	150,999.98	267,000.00	116,000.02	56.55%
CONTINGENCY	0.00	0.00	190,728.00	190,728.00	0.00%
UNAPPROPRIATED ENDING FUND BALANCE	0.00	0.00	202,361.00	202,361.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>297,330.44</b>	<b>644,481.99</b>	<b>1,907,281.00</b>	<b>1,262,799.01</b>	<b>33.79%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>1,395,370.98</b>	<b>1,150,711.00</b>	<b>1,907,281.00</b>	<b>756,570.00</b>	<b>60.33%</b>

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**STREET FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	948,497.53	948,497.53	567,000.00	(381,497.53)	167.28%
TAXES & ASSESSMENTS	116.60	217.41	436.00	218.59	49.86%
INTERGOVERNMENTAL REVENUE	69,509.63	120,638.48	806,000.00	685,361.52	14.97%
INVESTMENT REVENUE	802.46	1,869.57	16,500.00	14,630.43	11.33%
MISCELLANEOUS REVENUE	100.00	200.00	200.00	0.00	100.00%
TRANSFERS IN	42,499.98	84,999.96	170,000.00	85,000.04	50.00%

**TOTAL FUND REVENUE      1,061,526.20      1,156,422.95      1,560,136.00      403,713.05      74.12%**

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
PERSONNEL	10,425.23	21,804.10	44,731.00	22,926.90	48.74%
MATERIALS & SERVICE	15,349.77	27,084.44	89,100.00	62,015.56	30.40%
CAPITAL OUTLAY	95,069.13	99,492.14	1,226,000.00	1,126,507.86	8.12%
TRANSFERS OUT	5,000.01	10,000.02	20,000.00	9,999.98	50.00%
CONTINGENCY	0.00	0.00	78,007.00	78,007.00	0.00%
UNAPPROPRIATED ENDING FUND BALANCE	0.00	0.00	102,298.00	102,298.00	0.00%

**TOTAL FUND EXPENDITURES      125,844.14      158,380.70      1,560,136.00      1,401,755.30      10.15%**

**NET REVENUES OVER EXPENDITURES      935,682.06      998,042.25      1,560,136.00      562,093.75      63.97%**



**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**BIKE FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	37,863.36	37,863.36	38,000.00	136.64	99.64%
TAX REVENUE	702.11	1,218.56	2,500.00	1,281.44	48.74%
INVESTMENT REVENUE	34.04	79.31	700.00	620.69	11.33%
<b>TOTAL FUND REVENUE</b>	<b>38,599.51</b>	<b>39,161.23</b>	<b>41,200.00</b>	<b>2,038.77</b>	<b>95.05%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
CAPITAL OUTLAY	0.00	0.00	41,200.00	41,200.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>41,200.00</b>	<b>41,200.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>38,599.51</b>	<b>39,161.23</b>	<b>41,200.00</b>	<b>2,038.77</b>	<b>95.05%</b>

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**COMMUNITY AND ECONOMIC DEVELOPMENT FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	215,608.64	215,608.64	196,100.00	(19,508.64)	109.95%
INVESTMENT REVENUE	267.48	623.19	5,500.00	4,876.81	11.33%
MISCELLANEOUS REVENUE	0.00	7.00	8,500.00	8,493.00	0.08%
<b>TOTAL FUND REVENUE</b>	<b>215,876.12</b>	<b>216,238.83</b>	<b>210,100.00</b>	<b>13,369.81</b>	<b>102.92%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
MATERIALS & SERVICE	36,913.34	41,990.30	61,355.00	19,364.70	68.44%
CAPITAL OUTLAY	0.00	0.00	148,745.00	148,745.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>36,913.34</b>	<b>41,990.30</b>	<b>210,100.00</b>	<b>168,109.70</b>	<b>19.99%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>178,962.78</b>	<b>174,248.53</b>	<b>210,100.00</b>	<b>35,851.47</b>	<b>82.94%</b>

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**LIBRARY FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	66,585.55	66,585.55	52,400.00	(14,185.55)	127.07%
INVESTMENT REVENUE	58.36	135.97	1,200.00	1,064.03	11.33%
MISCELLANEOUS REVENUE	1,232.70	1,607.10	1,950.00	342.90	82.42%
TRANSFERS IN	20,499.99	40,999.98	82,000.00	41,000.02	50.00%
<b>TOTAL FUND REVENUE</b>	<b>88,376.60</b>	<b>109,328.60</b>	<b>137,550.00</b>	<b>28,221.40</b>	<b>79.48%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
PERSONNEL	17,802.34	28,267.58	58,933.00	30,665.42	47.97%
MATERIALS & SERVICE	4,869.55	9,879.57	25,300.00	15,420.43	39.05%
CAPITAL OUTLAY	772.00	772.00	5,000.00	4,228.00	15.44%
CONTINGENCY	0.00	0.00	6,878.00	6,878.00	0.00%
UNAPPROPRIATED ENDING FUND BALANCE	0.00	0.00	41,439.00	41,439.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>23,443.89</b>	<b>38,919.15</b>	<b>137,550.00</b>	<b>98,630.85</b>	<b>28.29%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>64,932.71</b>	<b>70,409.45</b>	<b>137,550.00</b>	<b>67,140.55</b>	<b>51.19%</b>

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**STORM DRAIN FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	327,960.52	327,960.52	272,800.00	(55,160.52)	120.22%
STORM WATER ASSESSMENT REVENUES	16,588.22	28,123.98	65,000.00	36,876.02	43.27%
INVESTMENT REVENUE	316.13	736.51	6,500.00	5,763.49	11.33%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%

**TOTAL FUND REVENUE**      344,864.87      356,821.01      344,300.00      (12,521.01)      103.64%

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
MATERIALS & SERVICE	248.42	3,633.26	20,000.00	16,366.74	18.17%
CAPITAL OUTLAY	75,154.57	82,889.32	324,300.00	241,410.68	25.56%
TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00%

**TOTAL FUND EXPENDITURES**      75,402.99      86,522.58      344,300.00      257,777.42      25.13%

**NET REVENUES OVER EXPENDITURES**      269,461.88      270,298.43      344,300.00      74,001.57      78.51%

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**DEBT SERVICES FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	100,243.71	100,243.71	88,370.00	(11,873.71)	113.44%
TAXES	394,797.47	396,893.30	404,450.00	7,556.70	98.13%
INVESTMENT REVENUE	243.17	566.55	5,000.00	4,433.45	11.33%
<b>TOTAL FUND REVENUE</b>	<b>495,284.35</b>	<b>497,703.56</b>	<b>497,820.00</b>	<b>116.44</b>	<b>99.98%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
PRINCIPLE	0.00	0.00	70,100.00	70,100.00	0.00%
INTEREST	166,130.25	166,130.25	332,350.00	166,219.75	49.99%
UNAPPROPRIATED ENDING FUND BALANCE	0.00	0.00	95,370.00	95,370.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>166,130.25</b>	<b>166,130.25</b>	<b>497,820.00</b>	<b>331,689.75</b>	<b>33.37%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>329,154.10</b>	<b>331,573.31</b>	<b>497,820.00</b>	<b>166,246.69</b>	<b>66.61%</b>

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**OFFICE EQUIPMENT FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	7,715.20	7,715.20	5,580.00	0.00	138.27%
INVESTMENT REVENUE	19.46	45.33	400.00	354.67	11.33%
TRANSFERS IN	0.00	61,000.00	61,000.00	0.00	100.00%
<b>TOTAL FUND REVENUE</b>	<b>7,734.66</b>	<b>68,760.53</b>	<b>66,980.00</b>	<b>354.67</b>	<b>102.66%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
MATERIALS & SERVICE	3,937.63	32,768.68	46,980.00	14,211.32	69.75%
CAPITAL OUTLAY	0.00	0.00	20,000.00	20,000.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>3,937.63</b>	<b>32,768.68</b>	<b>66,980.00</b>	<b>34,211.32</b>	<b>48.92%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>3,797.03</b>	<b>35,991.85</b>	<b>66,980.00</b>	<b>30,988.15</b>	<b>53.74%</b>

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**EQUIPMENT FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	215,615.12	215,615.12	214,300.00	(1,315.12)	100.61%
INVESTMENT REVENUE	218.85	509.89	4,500.00	3,990.11	11.33%
TRANSFERS IN	15,000.03	30,000.06	60,000.00	29,999.94	50.00%
<b>TOTAL FUND REVENUE</b>	<b>230,834.00</b>	<b>246,125.07</b>	<b>278,800.00</b>	<b>32,674.93</b>	<b>88.28%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
CAPITAL OUTLAY	2,468.15	7,181.45	278,800.00	271,618.55	2.58%
<b>TOTAL FUND EXPENDITURES</b>	<b>2,468.15</b>	<b>7,181.45</b>	<b>278,800.00</b>	<b>271,618.55</b>	<b>2.58%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>228,365.85</b>	<b>238,943.62</b>	<b>278,800.00</b>	<b>39,856.38</b>	<b>85.70%</b>

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**WATER FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	8,434,161.29	8,434,161.29	8,240,000.00	(194,161.29)	102.36%
SERVICES REVENUE	144,029.33	278,596.61	586,000.00	307,403.39	47.54%
INVESTMENT REVENUE	21,733.53	51,373.89	125,000.00	73,626.11	41.10%
MISCELLANEOUS REVENUE	3,845.00	9,500.00	13,350.00	3,850.00	71.16%

**TOTAL FUND REVENUE**      8,603,769.15    8,773,631.79    8,964,350.00      190,718.21      97.87%

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
PERSONNEL SERVICES	105,254.64	220,207.99	446,686.00	226,478.01	49.30%
MATERIALS & SERVICE	20,227.16	62,294.38	254,786.00	192,491.62	24.45%
CAPITAL OUTLAY	754,512.70	861,511.78	7,842,500.00	6,980,988.22	10.99%
DEBT SERVICES	0.00	0.00	0.00	0.00	0.00%
TRANSFERS OUT	7,500.00	28,000.00	43,000.00	15,000.00	65.12%
CONTINGENCY	0.00	0.00	57,093.00	57,093.00	0.00%
UNAPPROPRIATED ENDING FUND BALANCE	0.00	0.00	320,285.00	320,285.00	0.00%

**TOTAL FUND EXPENDITURES**      887,494.50    1,172,014.15    8,964,350.00      7,792,335.85      13.07%

**NET REVENUES OVER EXPENDITURES**      7,716,274.65    7,601,617.64    8,964,350.00      1,362,732.36      84.80%



**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**SEWER FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	426,147.07	426,147.07	325,700.00	(100,447.07)	130.84%
SERVICES REVENUE	205,043.25	339,183.33	735,450.00	396,266.67	46.12%
INVESTMENT REVENUE	980.36	2,283.80	12,500.00	10,216.20	18.27%
MISCELLANEOUS REVENUE	6,432.00	6,432.00	6,532.00	100.00	98.47%

**TOTAL FUND REVENUE**      638,602.68      774,046.20      1,080,182.00      306,135.80      71.66%

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
PERSONNEL SERVICES	105,380.10	220,229.68	454,686.00	234,456.32	48.44%
MATERIALS & SERVICE	31,829.95	67,648.91	244,936.00	177,287.09	27.62%
CAPITAL OUTLAY	1,058.29	15,474.29	70,000.00	54,525.71	22.11%
DEBT SERVICES	37,725.54	37,725.54	120,500.00	82,774.46	31.31%
TRANSFERS OUT	7,500.00	28,000.00	43,000.00	15,000.00	65.12%
CONTINGENCY	0.00	0.00	54,009.00	54,009.00	0.00%
UNAPPROPRIATED ENDING FUND BALANCE	0.00	0.00	93,051.00	93,051.00	0.00%

**TOTAL FUND EXPENDITURES**      183,493.88      369,078.42      1,080,182.00      711,103.58      34.17%

**NET REVENUES OVER EXPENDITURES**      455,108.80      404,967.78      1,080,182.00      675,214.22      37.49%

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**WATER RESERVE FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	231,544.85	231,544.85	282,600.00	51,055.15	81.93%
INVESTMENT REVENUE	243.17	566.55	5,000.00	4,433.45	11.33%
TRANSFERS IN	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL FUND REVENUE</b>	<b>231,788.02</b>	<b>232,111.40</b>	<b>287,600.00</b>	<b>55,488.60</b>	<b>80.71%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
CAPITAL OUTLAY	0.00	0.00	287,600.00	287,600.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>287,600.00</b>	<b>287,600.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>231,788.02</b>	<b>232,111.40</b>	<b>287,600.00</b>	<b>55,488.60</b>	<b>80.71%</b>

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**SEWER RESERVE FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	752,267.08	752,267.08	735,400.00	(16,867.08)	102.29%
INVESTMENT REVENUE	243.17	566.55	5,000.00	4,433.45	11.33%
LOAN REPAYMENT FROM WATER FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFERS IN	0.00	0.00	0.00	0.00	0.00%

<b>TOTAL FUND REVENUE</b>	<b>752,510.25</b>	<b>752,833.63</b>	<b>740,400.00</b>	<b>(12,433.63)</b>	<b>101.68%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
CAPITAL OUTLAY	22,961.25	32,899.11	740,400.00	707,500.89	4.44%

<b>TOTAL FUND EXPENDITURES</b>	<b>22,961.25</b>	<b>32,899.11</b>	<b>740,400.00</b>	<b>707,500.89</b>	<b>4.44%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>729,549.00</b>	<b>719,934.52</b>	<b>740,400.00</b>	<b>20,465.48</b>	<b>97.24%</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**TRANSPORTATION SDC FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	356,404.89	356,404.89	349,300.00	(7,104.89)	102.03%
ASSESSMENTS	3,045.00	9,135.00	9,135.00	0.00	100.00%
INVESTMENT REVENUE	364.75	849.81	7,500.00	6,650.19	11.33%
<b>TOTAL FUND REVENUE</b>	<b>359,814.64</b>	<b>366,389.70</b>	<b>365,935.00</b>	<b>(454.70)</b>	<b>100.12%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
CAPITAL OUTLAY	15,268.00	24,866.15	365,935.00	341,068.85	6.80%
<b>TOTAL FUND EXPENDITURES</b>	<b>15,268.00</b>	<b>24,866.15</b>	<b>365,935.00</b>	<b>341,068.85</b>	<b>6.80%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>344,546.64</b>	<b>341,523.55</b>	<b>365,935.00</b>	<b>24,411.45</b>	<b>93.33%</b>

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**PARKS SDC FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	234,699.74	234,699.74	207,200.00	(27,499.74)	113.27%
ASSESSMENTS	1,800.00	5,400.00	5,400.00	0.00	100.00%
INVESTMENT REVENUE	267.48	623.19	5,500.00	4,876.81	11.33%
<b>TOTAL FUND REVENUE</b>	<b>236,767.22</b>	<b>240,722.93</b>	<b>218,100.00</b>	<b>(22,622.93)</b>	<b>110.37%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
CAPITAL OUTLAY	0.00	0.00	218,100.00	218,100.00	0.00%
UNAPPROPRIATED FUND BALANCE	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>218,100.00</b>	<b>218,100.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>236,767.22</b>	<b>240,722.93</b>	<b>218,100.00</b>	<b>(22,622.93)</b>	<b>110.37%</b>

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**STORM DRAIN SDC FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	105,723.43	105,723.43	67,800.00	(37,923.43)	155.93%
ASSESSMENTS	450.00	1,350.00	1,350.00	0.00	100.00%
INVESTMENT REVENUE	97.27	226.62	2,000.00	1,773.38	11.33%
<b>TOTAL FUND REVENUE</b>	<b>106,270.70</b>	<b>107,300.05</b>	<b>71,150.00</b>	<b>(36,150.05)</b>	<b>150.81%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
CAPITAL OUTLAY	0.00	0.00	71,150.00	71,150.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>71,150.00</b>	<b>71,150.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>106,270.70</b>	<b>107,300.05</b>	<b>71,150.00</b>	<b>(36,150.05)</b>	<b>150.81%</b>

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**WATER SDC FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	305,977.60	305,977.60	255,700.00	(50,277.60)	119.66%
ASSESSMENTS	4,222.00	12,666.00	12,666.00	0.00	100.00%
INVESTMENT REVENUE	243.17	566.55	5,000.00	4,433.45	11.33%
<b>TOTAL FUND REVENUE</b>	<b>310,442.77</b>	<b>319,210.15</b>	<b>273,366.00</b>	<b>(45,844.15)</b>	<b>116.77%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
CAPITAL OUTLAY	0.00	0.00	273,366.00	273,366.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>273,366.00</b>	<b>273,366.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>310,442.77</b>	<b>319,210.15</b>	<b>273,366.00</b>	<b>(45,844.15)</b>	<b>116.77%</b>

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING December 31, 2020**

**SEWER SDC FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>UNEARNED</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	808,341.10	808,341.10	766,700.00	(41,641.10)	105.43%
ASSESSMENTS	3,590.00	10,770.00	10,770.00	0.00	100.00%
INVESTMENT REVENUE	729.51	1,699.61	15,000.00	13,300.39	11.33%
<b>TOTAL FUND REVENUE</b>	<b>812,660.61</b>	<b>820,810.71</b>	<b>792,470.00</b>	<b>(28,340.71)</b>	<b>103.58%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
CAPITAL OUTLAY	0.00	0.00	792,470.00	792,470.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>792,470.00</b>	<b>792,470.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>812,660.61</b>	<b>820,810.71</b>	<b>792,470.00</b>	<b>(28,340.71)</b>	<b>103.58%</b>



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

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**THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

- Exhibit A: City Council Minutes for January 12, 2021
- Exhibit B: Payment Approval Report for January 2020
- Exhibit C: Planning Commission Minutes for December 15, 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 January 12, 2021
2. The Payment Approval Report for January 2021

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**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda – 02.09.21

STAFF RECOMMENDATION:  
**Staff recommends the City Council approve the consent list.**

BACKGROUND INFORMATION:

**Construction Permits:**

Jan:	Submitted: 4
	Issued: 4
New Homes:	470 S. 6 <sup>th</sup> St., \$189,859

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

**2020 YTD: \$2,752,684 – Final**  
**2021 YTD: \$ 189,859**

**Business Licenses Issued:**

- S & A Community Living, (Adult Day Care) 245 S. 1<sup>st</sup> St.
- Lane Precision Products @ 295 Moore 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 met on January 14, 2021. Those minutes are not yet available.

*Next Scheduled Meeting: March 11, 2021*

**Personnel Committee: Chairperson; Kimberly Downey**

The Personnel Committee met on February 1, 2021. Those minutes are not yet available.

*Next Scheduled Meeting: TBD*

**Planning Commission: Chairperson; Todd Culver**

The Planning Commission met on December 15, 2020. Those minutes are attached.

The Planning Commission did not meet in the month of January, 2021.

*Next Scheduled Meeting: February 16, 2021 (Pending Shadowood Subdivision)*

**REVIEW AND APPROVAL:**



02.03.21

Michele Eldridge

Date

Asst. City Administrator/City Recorder



City Council Business Meeting Minutes  
January 12, 2021

Mayor: Robert Duncan, Presiding  
 Council President: Mike Caughey, Present  
 Councilors Present: Kimberly Downey, Robert Boese, Adam Keaton, and Charlotte Thomas  
 Councilors Absent: Randy Klemm  
 Staff Present: City Administrator John Hitt, Asst. City Administrator/City Recorder Michele Eldridge, Finance Officer/Deputy City Recorder Cathy Nelson, and PW Director Chuck Scholz  
 Meeting Location: Harrisburg Municipal Center located at 354 Smith St.

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan at the hour of 6:32pm.

**THE MATTER OF ADMINISTERING OATHS OF OFFICE AND APPOINTING A COUNCIL PRESIDENT.** The City Recorder administered the Oath of Office to the Mayor, for a term ending December 31, 2022, and the Oath of Office for two Council Members, Mike Caughey and Robert Boese for terms ending December 31, 2024. Copies of the signed Oath of Office forms are available in the City Recorders’ office.

**THE MATTER OF SELECTING A COUNCIL PRESIDENT FOR A TWO-YEAR TERM.** The City Council voted in an open ballot for who would be selected as the City Council President for the next two years. **Mike Caughey, with 5 votes will continue to be the Council President for Calendar Years 2021 and 2022.** Kim Downey had one vote. Ballots with detail of which Councilor voted for whom are available in the City Recorders Office.

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

**THE MATTER OF PUBLIC INPUT CONCERNING STATE OF OREGON COVID-19 BUSINESS RESTRICTIONS**

**STAFF REPORT:** Hitt presented the State Summary of Covid-19 Restrictions for Counties considered, “Extreme Risk”. The City is trying to remediate impact to City businesses by offering grants. Staff is looking at offering more grants this month.

- Thomas stated that she is wanting to provide more help for businesses. She asked what we can, as the Council, do to implore the Governor to lift the freeze. She

January 12, 2021

suggested a letter be sent to the Governor and State Representatives from the City Council addressing the freeze.

Downey noted that Gridiron's tent was ruined in a storm. Scholtz stated that business cannot put up structures or other stuff on sidewalks per the City's contract with Delta in specific parts of Harrisburg. Eldridge stated that she spoke with Jack from Gridiron and let him know that we can allow less parking spaces for outdoor sitting. Restaurants can contact the City to work out the details. She also informed Council that there is a go-fund-me account to raise funds to replace the tent. Keaton spoke with Diane, a local business owner, who is frustrated with the response. She thought the City had jurisdiction over business Covid compliance. He explained to her how the authority flows from the State to the County to the City. She seemed to understand the situation better after the discussion. Thomas added that we did not set the rules, so we cannot lift the mandates. We cannot offer protection from those. Boese said that owners of food establishments are suffering. He agrees with sending a letter with stern language. Thomas added that we have no enforcement authority. We are supporting our businesses by not enforcing. Eldridge said she will create and send a letter on behalf of Harrisburg businesses. She could reach out to the state to ask if perhaps the City could determine if a restaurant is meeting the highest standards, whether they would allow us to confirm it instead, in order to allow a restaurant to be open. Scholz suggested sending the letter out in utility billing for residents to send to the Governor. Thomas requested that we include a section to ask if we can change the requirements in our area from red to orange.

Caughey said that businesses are following the rules. He recently visited Lincoln City that is in the Orange area. The businesses there had followed the rules well. He did not visit places that do not follow the rules. He agreed with what we have done so far. He likes Eldridge's suggestions on the letter and future grants. He reiterated that we cannot tell or encourage businesses to break the law. Downey asked him if he would be comfortable eating in a tent. He replied that it depended on the ventilation. Mayor Duncan then apologized for asking Downey to respond to a Facebook post, which explained what the City has done so far in support of our businesses. He stated that he is frustrated that we, the City, have no authority, and the situation is unjust. Supermarkets are open, so why not restaurants. He liked Scholz idea to send a form letter in the utility billings. Caughey commented that Downey did a good job writing the response on Facebook. Most people have no idea what the City can really do.

- Mayor Duncan asked for consensus from Council to send the letter from the Council and include a form letter (Addendum No. 1) with the Utility Bills. Council agreed.
- Eldridge shared that she had received a "thank you" for what the Council has done so far for Harrisburg businesses. She and Hitt are working on a new program to help business establishments. They are both willing to go visit each business owner and highlight what the city has available. She also reluctantly noted that the Governor has extended the Extreme Risk level for Linn County for an additional two (2) weeks.

#### **THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO**

**LCSO REPORT:** Lieutenant Brandon Fountain reviewed the last report on the month of December. Caughey stated that reports vary greatly, particularly in the rate of speed. He asked if there was a general rule that Deputies follow for how far over the speed limit a person must go to get stopped. Deputy Hauke, who was also present, responded that there is not a general rule. It depends on the area, time of day, etc. Lieutenant Fountain noted that the Sheriff's Office can give more details on the report if needed. Thomas asked the school zones were an exception. Deputy Hauke stated that more citations are written in the school zones.

#### **THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM COBURG POLICE DEPARTMENT**

January 12, 2021

**STAFF REPORT:** Eldridge noted that a representative not available. Captain Larry Larson could not make it to this meeting but will give his report during the Council Workshop on January 23, 2021.

#### **THE MATTER OF APPROVING A LIQUOR LICENSE FOR THE NEW OWNER OF AMERICAN MARKET**

**STAFF REPORT:** Eldridge discussed the Copy of Redacted Liquor License Application. The DMV is providing different formats during the pandemic, so this is what we received. The applicant is not present because he is working tonight.

- Thomas **motioned to authorize the City Administrator or his designee to recommend that the OLCC approve the liquor license for Biraj Sharma Kwinkel, the new owner of American Market. She was seconded by Keaton, and the City Council voted unanimously to recommend that the OLCC approve the liquor license for Biraj Sharma Kwinkel.**

#### **THE MATTER OF APPROVING AN IGA WITH PSU FOR THE COMPENSATION AND BENEFIT ANALYSIS PROJECT**

**STAFF REPORT:** Eldridge discussed the Proposed IGA for a wage analysis with PSU (Portland State University), noting that we are following the schedule set by the Personnel Committee, and City Council. LGPI (Local Government Personnel Institute) did the last one for us, but they have since restructured. PSU quoted \$4,522 for the complete analysis using five cities as a comparison base. The timeframe given for the completion of the analysis is February 28, 2021.

Thomas asked if we were doing the comparison to make sure we were compensating enough to not lose employees. Duncan replied that we want to retain workers. Boese stated that the timing seemed off due to the economy. Caughey added that he does not want to get in a position of underpaying employees like they did before. He likes the idea of doing it now, regardless of the pandemic. Thomas asked if CWCOG (Cascades West Council of Governments) provides this service. Duncan replied that CWCOG discussed possibly doing it in the future during one of his recent meetings. Eldridge added that CWCOG recently lost their director and stopped several of their programs. She also noted that the City through piggy-backing on the Junction City RFP was able to obtain the lowest rates from amongst the government providers we have worked with; and that the price was further dropped for us through negotiation. Thomas expressed her frustration with the requirements for cities, because her husband had recently completed a wage comparison for his (private) employer for far less than what the City is paying.

- Keaton **motioned to approve the IGA with Portland State University for a compensation and benefit analysis for FY 2021-2022. He was seconded by Downey. City Council voted with Caughey, Downey, Boese, and Keaton voting in favor for the IGA, and Thomas voting against. Motion was therefore passed to approve the IGA with Portland State University.**

#### **THE MATTER OF REVIEWING STAFF PROPOSALS FOR CITY ADMINISTRATOR RECRUITMENT**

**STAFF REPORT:** Eldridge discussed the process required to begin recruitment for a City Administrator. Council reviewed the recruitment schedule, advertisement, budget, and brochure prepared by staff. Council directed staff to continue with process.

#### **THE MATTER OF APPROVING THE CONSENT LIST**

- Downey **motioned to approve the Consent List and was seconded by Caughey. The City Council voted unanimously to approve the Consent list. The items approved by this action were as follows:**

January 12, 2021

- **The City Council Minutes for November 10, and December 8, 2020**
- **The Payment Approval Report for December 2020**
- **The appointment of Rhonda Giles to the Planning Commission for a term ending December 31, 2024**

### **CITY ADMINISTRATOR VERBAL REPORT**

1. Zoning Code Update. The timeframe for the zoning code updates has been moved back due to several new land use permits taking precedence. Downey asked if Sommerville was set to be repaired. Scholz stated that the CIP does not include it at this time.

2. City Tax Collections. Due to connection issues, Hitt was not able to share the report. Nelson confirmed that all tax requirements have been met. Eldridge noted that Hitt would send the information to Council later when he returned to work.

3. Miscellaneous. Scholz gave updates on Public Works projects.

- a) Survey of 9<sup>th</sup> Street from Lasalle to Diamond Hill and the 6<sup>th</sup> Street waterline has begun.
- b) Construction off Territorial started this week.
- c) Lasalle from 6<sup>th</sup> to 9<sup>th</sup> Street construction is 99% finished. Waiting on the weather to complete.
- d) Smith and 2<sup>nd</sup> Street HRA project is on schedule to finish at the end of May.
- e) Diamond Hill from 7<sup>th</sup> to 9<sup>th</sup> Street plan is 60% complete. This project includes waterlines, service lines and an overlay.
- f) Site plan for the treatment plant is 60% completed on the utility plan portion. Minor bid packets to prepurchase some equipment will be completed in the next few months. Two (2) generators will be purchased with the Government Purchase Program.
- g) RFP for the test well is out. Well No. 9 site needs to match Well No. 8 of 300 gallons/min.
- h) There is one (1) pipe under the slow speed tracks for wastewater. The gravity set to alleviate the problem is completed. The emergency pump plan is 70% completed. Plans will be available in the next few meetings for review.

Keaton asked if the timeline for 6<sup>th</sup> Street. Scholz stated it should be done by the end of March. Caughey asked how long the water was going to be off during construction. Scholz replied worst case scenario is eight (8) hours. Caughey followed-up by asking who the preferred contact for questions is on projects. Scholz replied either himself or Mike from J & H.

4. External Electronic Device Reminder - Policy Sign Off. Eldridge reminded Council that we need the signed policies returned.

5. Paper Vs. Electronic Packets. Thomas stated that she would like an electronic packet.

6. Verification of Email set up on new Fire Pads. All councilors were able to access their emails.

7. Schedule new Council Picture/Individual Pictures. Council preferred waiting until the masks were not required or find an appropriate way to social distance.

8. Bio Updates. Council was asked to go to the City website and review their personal biographies. Send any updates to Eldridge for uploading.

**OTHER ITEMS.** None discussed.

**ADJOURN:** At the hour of 8:10pm; the meeting adjourned with no further business.

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Mayor

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City Recorder

UNAPPROVED

February 1, 2021

Honorable Governor Kate Brown  
Attn: Citizens' Representative  
900 Court Street, Suite 254  
Salem, Oregon 97301-4047

Dear Governor Brown:

As a citizen of the City of Harrisburg, I respectfully ask that you reconsider your stance in relation to eating and drinking establishments, that are not allowed to have indoor dining while our county (Linn County) is still considered Extreme Risk.

Our restaurants and drinking establishments have all adjusted to the High-Risk guidance, with limitations to capacity, removal of dining tables, installation of plexi-shields where possible, and other guidance as required by the State of Oregon. They all comply with stringent disinfection requirements. Many of them are barely surviving and are now in danger of closing for good. Allowing take out only, and outdoor seating, has limited them to only a few employees, while many of the remaining employees are furloughed, and are struggling to support themselves.

Having a business close will leave those few employees who are working, and the owners, without the means to support themselves. Those people in turn will rely on more of the dwindling state resources that are still available. Our small retail and service businesses are also struggling to comply with the requirements that you have mandated. Frankly, our already fragile local economy is in danger of dwindling even further.

I would like to point out that these small types of businesses (especially locally owned restaurants) generally don't have enough traffic to create higher infection rates. In fact, most of the infections are coming from exposure in social gatherings, especially in the younger age groups. As you and your staff consider the great many factors involved in this process, I would urge you to keep in mind



the needs of small towns, and small business owners, as well as the urgent need to keep our families wage earners employed.

We ask that you re-consider the more stringent requirements in relation to our businesses. Please allow them to operate at the high-risk standards, while the remaining extreme risk guidelines stay in place, if warranted.

I live in a town that is resilient, that has been operating since 1866. Please help us to maintain our economy and help to support our businesses in town. Thank you for your consideration and recognizing that we are all in this together.

Sincerely,

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Citizens Names

Addresses/Emails (Optional)

Report Criteria:

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>1206</b>						
1206	Analytical Lab & Consultants	133731	Water Testing	12/09/2020	183.00	51-65-4200
1206	Analytical Lab & Consultants	133732	Water Testing	12/09/2020	237.00	52-65-4200
1206	Analytical Lab & Consultants	134306	Water Testing	12/23/2020	252.00	52-65-4200
1206	Analytical Lab & Consultants	134534	Water Testing	12/31/2020	252.00	52-65-4200
Total 1206:					924.00	
<b>2225</b>						
2225	B & I Hardware & Rental	429997	P/W Misc Supplies.	12/04/2020	278.30	41-78-8170
2225	B & I Hardware & Rental	430835	P/W Misc Supplies.	12/08/2020	106.75	10-72-4000
Total 2225:					385.05	
<b>3200</b>						
3200	Barnes & Noble, Inc.	4071200	Books	01/14/2021	79.19	24-60-2000
Total 3200:					79.19	
<b>3693</b>						
3693	Branch Engineering Inc	00015041	Engineering Services	12/22/2020	9,336.67	51-78-8015
3693	Branch Engineering Inc	00015042	Engineering Services	12/22/2020	1,873.40	51-78-8015
3693	Branch Engineering Inc	00015049	Engineering Services	12/22/2020	3,621.77	51-78-8015
3693	Branch Engineering Inc	00015050	Engineering Services	12/22/2020	1,400.00	51-78-8015
3693	Branch Engineering Inc	00015051	Engineering Services	12/18/2020	88,486.70	51-78-8015
3693	Branch Engineering Inc	00015052	Engineering Services	12/22/2020	6,187.50	56-60-2300
3693	Branch Engineering Inc	00015053	Engineering Services	12/22/2020	2,560.00	51-78-8015
Total 3693:					113,466.04	
<b>2405</b>						
2405	Branom Instrument Company LLC	INV/2020/7139	Misc W/S Exp	08/03/2020	990.00	52-65-4600
Total 2405:					990.00	
<b>3697</b>						
3697	Brewer and Coulombe, PC	501435	Attorney Fees	01/08/2021	472.50	10-42-2500
3697	Brewer and Coulombe, PC	501436	Attorney Fees	01/08/2021	437.50	10-42-2500
Total 3697:					910.00	
<b>2549</b>						
2549	Cascade Columbia Distribution	794979	Misc. P/W Expense	12/11/2020	2,755.80	52-65-4000
2549	Cascade Columbia Distribution	795837	Misc. P/W Expense	12/28/2020	2,555.80	52-65-4000
2549	Cascade Columbia Distribution	797052	Misc. P/W Expense	01/13/2021	2,555.80	52-65-4000
Total 2549:					7,867.40	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>3773</b>						
3773	CenturyLink	190404000	Phone Bill	01/04/2021	.58	10-69-3500
3773	CenturyLink	DEC 2020	Phone Bill	12/26/2020	44.42	52-65-3500
3773	CenturyLink	DEC 2020	Phone Bill	12/26/2020	46.07	52-65-3500
3773	CenturyLink	DEC 2020	Phone Bill	12/26/2020	48.17	51-65-3500
3773	CenturyLink	DEC 2020	Phone Bill	12/26/2020	41.09	51-65-3500
3773	CenturyLink	DEC 2020	Phone Bill	12/26/2020	46.07	52-65-3500
3773	CenturyLink	DEC 2020	Phone Bill	12/26/2020	42.87	52-65-3500
3773	CenturyLink	DEC 2020	Phone Bill	12/26/2020	46.07	52-65-3500
3773	CenturyLink	DEC 2020	Phone Bill	12/26/2020	41.09	10-69-3500
3773	CenturyLink	DEC 2020	Phone Bill	12/26/2020	44.42	52-65-3500
Total 3773:					400.85	
<b>3914</b>						
3914	City of Coburg	2020QTR4	Law Enforcement Services	12/31/2020	3,825.00	10-41-2600
Total 3914:					3,825.00	
<b>2939</b>						
2939	Cobalt Computer Services, Inc.	19553	Computer Service	12/31/2020	266.55	40-65-8015
2939	Cobalt Computer Services, Inc.	19642	Computer Service	12/31/2020	488.75	40-65-8015
Total 2939:					755.30	
<b>2720</b>						
2720	Comcast	JAN 2021	Internet Service	01/02/2021	155.11	10-60-2000
2720	Comcast	JAN 2021 LIB	Internet Service	12/23/2020	146.85	24-60-2525
2720	Comcast	JAN 2021 P/W	Internet Service	01/01/2021	74.18	51-65-3550
2720	Comcast	JAN 2021 P/W	Internet Service	01/01/2021	74.17	52-65-3550
Total 2720:					450.31	
<b>3913</b>						
3913	DataBar Inc	248662	W/S Utility Statements	12/27/2020	173.74	51-74-2200
3913	DataBar Inc	248662	W/S Utility Statements	12/27/2020	173.74	52-74-2200
3913	DataBar Inc	248993	W/S Utility Statements	01/18/2021	290.68	51-74-2200
3913	DataBar Inc	248993	W/S Utility Statements	01/18/2021	290.68	52-74-2200
Total 3913:					928.84	
<b>2282</b>						
2282	EARTH20	146196	Bottled Water	12/30/2020	35.59	10-53-2200
Total 2282:					35.59	
<b>3939</b>						
3939	Eric Hall Architects, Inc	7038	Architectural Services	12/31/2020	47.50	10-41-4000
Total 3939:					47.50	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>1946</b>						
1946	Ferguson Waterworks	0930086	P/W Misc. Expense	12/01/2020	645.25	51-78-7400
1946	Ferguson Waterworks	0930086	P/W Misc. Expense	12/01/2020	645.25	52-78-7400
1946	Ferguson Waterworks	0942180	P/W Misc. Expense	12/01/2020	28.04	51-65-4600
Total 1946:					1,318.54	
<b>3743</b>						
3743	Fern Ridge Review	20934	Public Notice	12/14/2020	88.00	10-50-2100
Total 3743:					88.00	
<b>1218</b>						
1218	Grainger	9748905933	Misc. P/W Supplies	12/16/2020	169.00	41-78-8170
1218	Grainger	9749180452	Misc. P/W Supplies	12/16/2020	610.00	41-78-8170
1218	Grainger	9750801046	Misc. P/W Supplies	12/17/2020	520.11	52-65-2400
1218	Grainger	9755351922	Misc. P/W Supplies	12/23/2020	75.15	10-72-6650
1218	Grainger	9758388129	Misc. P/W Supplies	12/29/2020	149.52	11-43-3000
1218	Grainger	9761091173	Misc. P/W Supplies	01/04/2021	147.24	10-72-4000
1218	Grainger	9764243599	Misc. P/W Supplies	01/06/2021	704.90	41-78-8170
1218	Grainger	9767224711	Misc. P/W Supplies	01/08/2021	39.18	11-43-2100
1218	Grainger	9771386258	Misc. P/W Supplies	01/13/2021	537.58	51-65-2400
Total 1218:					2,952.68	
<b>1219</b>						
1219	Hach Company	12271154	P/W Misc Expense	01/05/2021	249.22	52-65-4200
Total 1219:					249.22	
<b>1220</b>						
1220	Hurd's Custom Machinery, Inc.	28175	Public Works Supplies	12/01/2020	87.96	10-72-6700
1220	Hurd's Custom Machinery, Inc.	28261	Public Works Supplies	12/07/2020	53.88	10-72-6700
1220	Hurd's Custom Machinery, Inc.	28315	Public Works Supplies	12/15/2020	36.05	51-65-3300
1220	Hurd's Custom Machinery, Inc.	28315	Public Works Supplies	12/15/2020	65.75	51-65-2400
1220	Hurd's Custom Machinery, Inc.	28379	Public Works Supplies	12/18/2020	29.30	10-72-4000
1220	Hurd's Custom Machinery, Inc.	28475	Public Works Supplies	12/30/2020	12.28	51-65-2400
Total 1220:					285.22	
<b>2307</b>						
2307	IIMC	JAN 2021	IIMC Membership Dues	01/06/2021	175.00	10-63-2100
Total 2307:					175.00	
<b>1101</b>						
1101	Ingram Library Services	50346796	Library books	12/24/2020	38.81	24-60-2000
1101	Ingram Library Services	50650414	Library books	01/11/2021	9.95	24-60-2000
1101	Ingram Library Services	50650415	Library books	01/11/2021	96.10	24-60-2800
1101	Ingram Library Services	50708065	Library books	01/13/2021	43.47	24-60-2800
1101	Ingram Library Services	50708066	Library books	01/13/2021	28.48	24-60-2800
1101	Ingram Library Services	50822479	Library books	01/19/2021	657.19	24-60-2000
1101	Ingram Library Services	50822480	Library books	01/19/2021	7.69	24-60-2000
1101	Ingram Library Services	50822481	Library books	01/19/2021	13.52	24-60-2000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1101	Ingram Library Services	50870414	Library books	01/21/2021	88.15	24-60-2000
1101	Ingram Library Services	50870415	Library books	01/21/2021	26.01	24-60-2000
Total 1101:					1,009.37	
<b>3942</b>						
3942	Kizer Family Insurance	FG-13 2020 FB	Fall Small Business Grant (CRF)	01/22/2021	5,000.00	23-70-2500
Total 3942:					5,000.00	
<b>2703</b>						
2703	Knife River	HARR-3437	Refund	01/21/2021	3,360.00	63-30-1500
2703	Knife River	HARR-3437	Refund	01/21/2021	700.00	63-30-2000
2703	Knife River	HARR-3437	Refund	01/21/2021	163.00	63-30-1000
2703	Knife River	HARR-3437	Refund	01/21/2021	1,040.00	64-30-1500
2703	Knife River	HARR-3437	Refund	01/21/2021	2,412.00	64-30-2000
2703	Knife River	HARR-3437	Refund	01/21/2021	138.00	64-30-1000
2703	Knife River	HARR-3437	Refund	01/21/2021	2,275.20	62-30-1500
2703	Knife River	HARR-3437	Refund	01/21/2021	3,294.00	62-30-2000
2703	Knife River	HARR-3437	Refund	01/21/2021	216.00	62-30-1000
2703	Knife River	HARR-3437	Refund	01/21/2021	159.57	60-30-1500
2703	Knife River	HARR-3437	Refund	01/21/2021	12.74	60-30-1000
2703	Knife River	HARR-3437	Refund	01/21/2021	954.56	10-32-1000
2703	Knife River	HARR-3437	Refund	01/21/2021	755.57	51-33-1000
Total 2703:					15,480.64	
<b>3943</b>						
3943	Lane County Glass, Inc	59777	Safety Door Glass Replacement	01/15/2021	209.00	10-41-3600
Total 3943:					209.00	
<b>1014</b>						
1014	League of Oregon Cities	8900	Employment Ad	01/15/2021	20.00	10-53-2400
Total 1014:					20.00	
<b>1225</b>						
1225	Linn County Building Dept.	DEC 2020	Building Permit Fees	01/21/2021	10,419.93	10-50-2000
Total 1225:					10,419.93	
<b>3819</b>						
3819	Linn County Treasurer	DEC 2020	Court Revenue Payout	01/21/2020	128.00	10-42-2200
Total 3819:					128.00	
<b>3894</b>						
3894	Mitel	35535676	Phone Bill	01/01/2021	111.58	52-65-3500
3894	Mitel	35535676	Phone Bill	01/01/2021	111.58	51-65-3500
3894	Mitel	35535676	Phone Bill	01/01/2021	111.58	10-69-3500
3894	Mitel	35535676	Phone Bill	01/01/2021	25.21	24-60-2500
Total 3894:					359.95	
<b>1482</b>						
1482	Nation's Mini-Mix, Inc.	204138	Concrete	01/21/2021	562.00	11-44-6000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 1482:					562.00	
<b>2644</b>						
2644	Net Assets	54-202012	Lien Searches	01/04/2021	160.00	10-53-2250
Total 2644:					160.00	
<b>3921</b>						
3921	Northwest Electrical Construct, In	4850	Electrical	12/15/2020	315.00	52-65-5400
3921	Northwest Electrical Construct, In	4850	Electrical	12/15/2020	308.00	52-65-2400
3921	Northwest Electrical Construct, In	4850	Electrical	12/15/2020	105.00	52-65-2400
3921	Northwest Electrical Construct, In	4855	Electrical	12/22/2020	312.69	10-72-4000
3921	Northwest Electrical Construct, In	4855	Electrical	12/22/2020	157.50	52-65-5400
Total 3921:					1,198.19	
<b>1102</b>						
1102	NW Natural Gas Co.	JAN 2021	Utilities	01/12/2021	34.36	10-69-2000
1102	NW Natural Gas Co.	JAN 2021 P/W	Utilities	01/12/2021	602.87	51-65-2700
1102	NW Natural Gas Co.	JAN 2021 PUM	Utilities	01/13/2021	48.48	52-65-2700
Total 1102:					685.71	
<b>1229</b>						
1229	OAMR	02748	Registration Fee	01/08/2021	90.00	10-63-2000
1229	OAMR	02790	Registration Fee	01/11/2021	50.00	10-63-2000
Total 1229:					140.00	
<b>3941</b>						
3941	OAPA	1585820271	Job Board Posting	01/21/2021	75.00	10-53-2400
Total 3941:					75.00	
<b>2201</b>						
2201	Occidental Chemical Corporation	1656871	PW Misc. Expense	01/04/2021	28,860.00	52-65-4000
Total 2201:					28,860.00	
<b>1245</b>						
1245	One Call Concepts, Inc.	0120390	Locates	12/31/2020	14.40	51-65-4600
1245	One Call Concepts, Inc.	0120390	Locates	12/31/2020	14.40	52-65-4600
Total 1245:					28.80	
<b>1582</b>						
1582	Oregon Cascades West COG	FY20-21DUES	Membership Dues	02/07/2020	.00	10-66-2000
Total 1582:					.00	
<b>1033</b>						
1033	Oregon Department of Revenue	DEC 2020	Court Revenue Payout	01/21/2020	400.00	10-42-2200
Total 1033:					400.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>1862</b>						
1862	Oregon DMV	L0017585186	Record Inquiry	12/31/2020	1.40	10-42-2800
Total 1862:					1.40	
<b>1187</b>						
1187	Petty Cash	JANUARY 202	Petty Cash	01/28/2021	8.50	10-60-2400
1187	Petty Cash	JANUARY 202	Petty Cash	01/28/2021	8.25	51-74-2200
1187	Petty Cash	JANUARY 202	Petty Cash	01/28/2021	8.25	52-74-2200
Total 1187:					25.00	
<b>2927</b>						
2927	Staples Business Advantage	3465061769	Office Supplies	12/22/2020	20.10	10-60-2300
2927	Staples Business Advantage	3465061769	Office Supplies	12/22/2020	20.09	51-74-2400
2927	Staples Business Advantage	3465061769	Office Supplies	12/22/2020	20.09	52-74-2400
2927	Staples Business Advantage	3465851042	CRF Supplies	01/01/2021	500.94	10-41-3600
Total 2927:					561.22	
<b>1144</b>						
1144	Suzan Jackson	199	Janitor Services	12/31/2020	599.17	10-72-4100
1144	Suzan Jackson	199	Janitor Services	12/31/2020	375.83	10-72-4100
1144	Suzan Jackson	200	Janitor Services	01/31/2021	.00	10-72-4100
1144	Suzan Jackson	200	Janitor Services	01/31/2021	.00	10-72-4100
Total 1144:					975.00	
<b>3846</b>						
3846	Tailored Solutions Corporation	20210101	Court Software Support	01/07/2021	149.00	10-42-2800
Total 3846:					149.00	
<b>3663</b>						
3663	Water & Sewer Deposit Refund	#1115.06	Utility Billing Overpayment	01/11/2021	13.14	01-1075
3663	Water & Sewer Deposit Refund	#1230201	W/S Deposit Refund	01/04/2021	50.00	52-2120
3663	Water & Sewer Deposit Refund	#1230201	W/S Deposit Refund	01/04/2021	50.00	51-2120
3663	Water & Sewer Deposit Refund	#235.13	Utility Billing Overpayment	01/04/2021	81.76	01-1075
3663	Water & Sewer Deposit Refund	#349.03	W/S Deposit Refund	01/05/2021	50.00	51-2120
3663	Water & Sewer Deposit Refund	#349.03	W/S Deposit Refund	01/05/2021	50.00	52-2120
3663	Water & Sewer Deposit Refund	#5507.05	Utility Billing Overpayment	01/21/2021	27.26	01-1075
3663	Water & Sewer Deposit Refund	#639.03	Utility Billing Overpayment	01/13/2021	59.07	01-1075
3663	Water & Sewer Deposit Refund	#779.14	Utility Billing Overpayment	01/04/2021	15.59	01-1075
Total 3663:					396.82	
<b>1239</b>						
1239	WECO	CP-00137695	PW Gas Exp	12/31/2020	327.78	11-45-2000
1239	WECO	CP-00137695	PW Gas Exp	12/31/2020	382.40	51-73-2000
1239	WECO	CP-00137695	PW Gas Exp	12/31/2020	382.41	52-73-2000
Total 1239:					1,092.59	
<b>3929</b>						
3929	Wildish Construction Co.	3631	LaSalle Street Waterline & Street I	01/06/2021	100,000.00	11-60-7830
3929	Wildish Construction Co.	3631	LaSalle Street Waterline & Street I	01/06/2021	192,915.66	11-60-7800
3929	Wildish Construction Co.	3631-4	LaSalle Street Waterline & Street I	01/26/2021	12,188.14	51-78-8015

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3929	Wildish Construction Co.	3638	8th Place and Eagles Way	12/22/2020	39,646.56	51-78-8015
Total 3929:					344,750.36	
Grand Totals:					548,821.71	

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Payment Approval Report  
Expense Account Key

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

Report Criteria:

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





Planning Commission Meeting Minutes  
December 15, 2020

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

**CALL TO ORDER AND ROLL CALL:** Order was called at 7:00pm by Chairperson Todd Culver.

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

**APPROVAL OF MINUTES**

Moritz motioned to approve the minutes as amended and was seconded by Giles. The Planning Commission then voted unanimously to Approve the Minutes for October 20, 2020 and November 17, 2020.

**PUBLIC HEARING**

**THE MATTER OF THE BUTTERFLY GARDENS SITE PLAN REVIEW APPLICATION #LU 420-2020**

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

At the hour of 7:05PM, the Public Hearing was opened.

Culver asked if there were any Conflicts of Interest, or Ex Parte contacts. There were none stated. There were no rebuttals in relation to Conflicts of Interest, or Ex Parte Contacts.

November 17, 2020

**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 on how they would need to direct testimony towards the applicable criteria, and how an appeal could be made.**

**STAFF REPORT:** Hitt read the staff report as submitted and drew attention to the following items:

- Standard 14 criterion states that “There shall be 500 square feet of separate storage available for every 10 MDs. A condition addresses RV Parking stating “outdoor parking for RV’s is prohibited on the private drive, with the exception of designated areas.”
- Staff recommends getting an on-site review for potential wetlands.
- Hitt read Condition No. 13: City/Development Agreement: ***The applicant and the City of Harrisburg shall enter into a mutual agreement for the placement and completion of all required infrastructure and utilities. In addition, the agreement shall require permanent access and maintenance of storm drain detention areas by the City with funding assistance provided by the applicant.*** This is an additional condition that we are adding to the conditions of approval.
- Culver pointed out that the land is not a subdivision. All land, streets and utilities will be privately owned and maintained.
- Moritz asked how to make sure the property does not fall into disrepair. Hitt replied that the city has policies in place to address it.
- Jackson asked if it must remain a 55+ park if sold. Hitt remarked that per code, it would not be enforceable to keep it as a 55+ park if sold.
- Moritz asked if it could be subdivided more in the future. Hitt replied it could be but would need to come before the Planning Commission.

**APPLICANTS TESTIMONY:** Tim Walter addressed the Planning Commission. He pointed out that affordable elderly housing is needed in Harrisburg, Kevin Reed was introduced. Planning Commission asked the following questions:

- Moritz asked if the units were going to be new or used. Applicant replied they will all be new and will have provisions in place to make sure they stay that way.
- Bristol asked if the homes will be privately owned and the space leased. Applicant confirmed that was correct. Reed also stated that they will place in CCRs regarding roads and maintenance. Their goal is to make all areas easy to use for persons 55+. John added there is a heavy demand for 55+ parks. He anticipates a need for a waiting list due to the demand.

**TESTIMONY IN FAVOR, IN OPPOSTITION, AND NEUTRAL TESTIMONY WAS ASKED FOR.**

Written public testimony received before December 8, 2020 was included in the agenda packet.

**In Favor:**

- None Present

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**In Opposition:**

- Nancy Nolan – 755 Gaileen Way. Read her letter included in agenda packet found on page 55. She addressed several HMC and ORD that address uniform procedures for congestion, protection of home value, modifications and duties of City Committees and Commissions to serve Harrisburg.
- Mike VanGeest – 755 Gaileen Way. Stated that the proposed lots are not like larger stick built lots of surrounding area. He believes his property value will drop because of this development. Does not think that the owners of the homes will pay equal amount of property tax. He feels the applicant should go back to square one(1) and make it look like the surrounding area. He thinks this is a high-density business in low-density residential area.

**Neutral:**

- None present.

**No rebuttal of testimony or additional questions for the public.** Applicant stated he would be happy to sit down with neighbors and discuss issues and concerns.

**The public hearing was closed at the hour of 8:10 pm.**

Hitt referred back to criteria of the site plan review. Property value is not allowed as considerable element. Surveys show that property locations near less desirables value differences are small. He also reiterated that in an R-2 zone, MH parks are outright permitted. Staff will make sure city requirements regarding fencing, landscaping, etc. are done and maintained.

- Bristol asked if traffic engineering was not required. Hitt replied that they did a study on the previous proposal (zone change). It is generally done for a zoning change and not for site plans. Hitt felt the 7<sup>th</sup> Street would be able to handle the increased traffic. It would create a negligible increase in traffic according to the engineer. The development would have two access points for 7<sup>th</sup> Street.
- Kayner asked about water retention and asked if it will be an issue. Scholz replied that retentions are required under DEQ standards. The site design meets requirements. He addressed the audience to make sure they realized we must follow our conditions and we have listed conditions 1-13 for the applicant.
- Moritz stated that because it is already zoned R-2 it can be built on if the requirements are meet. Then he asked if water pressure is going to be an issue? Scholz told him that he asked the applicant to change plans and make the lines bigger, the applicant complied, and therefore there will be no issues.

Bristol asked about the recreation area and referred to Criteria #11. He asked who decided that is considered recreational area? Hitt replied that staff accepted that landscaping area as recreational in nature. The new code will better define recreational areas. Kayner asked the applicant if there were any plans to add recreational areas. Applicant said they have intent to add park benches and walking paths with a possible gazebo later. Jackson stated that there are two (2) parking spots for each dwelling. She then asked where will excess parking go? Scholz replied that 7<sup>th</sup> Street allows for parking on both sides. Kayner asked staff if anything was missed. Hitt replied

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the applicant meet all requirements. Moritz reminded the Planning Commission that this is private property. We can not dictate what they do with it outside of the code. Hitt stated that he had no complaint with the site plan.

- **Giles motioned to approve with amended conditions by the addition of Condition No. 13, the Butterfly Gardens Site Plan (LU 420-2020) subject to Conditions of Approval contained in the December 8, 2020 staff report and after due consideration of written and oral public testimony and findings made by the Commission during deliberations on the application. She was seconded by Kayner. The Planning Commission then voted 6 to 1 (opposed was Bristol) in favor of the Butterfly Gardens Site Plan, LU 420-2020, with the addition of Condition No. 13.**

With no further discussion, the meeting was adjourned at the hour of 8:24 pm.

\_\_\_\_\_  
Chairperson

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

UNAPPROVED

**City of Harrisburg  
PLANNING COMMISSION**

**NOTICE OF DECISION**

**REQUEST:** The applicant requests approval of a proposed subdivision entitled Woodhill Crossing Subdivision (LU 424-2020) to create a 31-parcel subdivision with two streets.

**LOCATION:** The subject site is located at 930 Sommerville Loop, and is also known as tax lot 3700 of Linn County Assessor’s Map 15S04W15.

**HEARING DATE:** November 17, 2020

**ZONING:** R-1 (Single Family Residential) and R-2 (Medium Density Residential)

**APPLICANT**  
Woodhill Homes  
George Hale  
4500 Kruse Way  
Lake Oswego, OR 97035

**OWNER:**  
Izetta Labar Trust  
930 Sommerville Loop  
Harrisburg, OR 97446

**APPEAL DEADLINE:** December 4, 2020, at 5:00 p.m.

**DECISION:** The Harrisburg Planning Commission conducted a public hearing on November 17, 2020, and voted to approve the request, subject to the attached conditions of approval. The Planning Commission adopted the findings contained in the Staff Report of the November 17, 2020, Planning Commission meeting, 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:** December 5, 2020, unless an appeal has been filed with the City Recorder.

**EFFECTIVE PERIOD:** A Final Plat must be provided to the City within six months after the preliminary subdivision plat is approved. If the applicant has not submitted the final plat for approval within six months of approval, the preliminary plat shall be resubmitted to the Planning Commission for additional review (see HMC 17.25.010(1)). Where the Planning Commission finds that conditions have not changed, at its discretion and without a public hearing, the Commission may extend the approval period one time for a period not to exceed one additional year.

Unless appealed, this Subdivision approval will expire on June 5, 2021.



Todd Culver  
Planning Commission Chairperson

UNAPPROVED

## CONDITIONS OF APPROVAL

1. **Sewer Services** – Prior to improving the proposed streets in the subdivision, lateral services will be installed to each proposed lot in sufficient lengths and depths to not disturb street improvements when service connections are made.
2. **Water Services** – Prior to improving the proposed streets in the subdivision, lateral services will be installed to each proposed lot in sufficient lengths and depths to not disturb street improvements when service connections are made.
3. **Water Main Connections** – Prior to improving the proposed streets in the subdivision, the water line existing on S. 9<sup>th</sup> St. south of the proposed subdivision shall be extended and connected to Sommerville Loop water mains.
4. **Storm Drainage** – Prior to Final Plat approval, the developer shall submit an engineered stormwater management and detention plan, showing no impact on neighboring properties beyond historical storm water flow. This plan must be approved by the City Engineer.
5. **Street Names** - Prior to Final Plat approval, the applicant shall revise the plat to show compliance with the standards at 17.40.020(10).
6. **Mail Box Clusters** - Prior to Final Plat approval, the applicant shall revise the plat to show compliance with the standards at 17.40.020(14). Mail box clusters shall be required for the residential subdivision.
7. **Signs** – Prior to Final Plat approval, the plat shall be revised to show the location of all signs located within the proposed subdivision. Signs shall be in accordance with traffic laws, and shall be approved by the Public Works Director.
8. **Fire Hydrants** – Prior to Final Plat approval, the preliminary plat shall be revised to show the fire hydrant location to be moved from between lots 27 and 28, to the location between lots 25 and 26. The type and locations of Fire Hydrants will be approved by the Fire Chief and the Public Works Director.
9. **Street Lights** - Prior to Final Plat approval, the preliminary plat shall be revised to show the locations of street lights. Design type of street lights will be approved by the Public Works Director.
10. **Wetlands** - Prior to Final Plat approval, the applicant shall submit a wetland delineation report and approval from the Department of State Lands showing the proposed preliminary layout in compliance with the standards listed under 18.65, and/or a state issued fill/removal permit for development in areas of known wetlands. No construction, grading, excavation, fill/removal shall be permitted prior to submission of an approved wetland delineation and an approved wetland fill/removal permit for areas of development within any delineated wetland boundary.

- 11. **Street Trees** – Prior to Final Plat approval, the applicant shall revise the plat to show compliance with the standards shown in HMC 12.20. The type of tree chosen must be from the approved street tree list and shall not be a maple tree.
- 12. **Submission of Final Plat** - Applicant shall file a final subdivision plat with Linn County within six months following the Planning Commission’s approval of the subdivision application, unless an extension is timely requested and granted.
- 13. **Right-of-Way and Parking Standards** – The applicant shall revise the preliminary plan to meet the City minimum right-of-way for collector streets and paving standards for Sommerville Loop prior to plat approval.

**OTHER DEVELOPMENT CONSIDERATIONS:**

- a. Prior to the Final Plat being recorded, Demolition Permits for accessory structures must be obtained and finalized according to the City’s Demolition Permit requirements.
- b. If there are any wells on the property that will not be used, they shall be properly abandoned by a licensed well driller.
- c. A separate Development Agreement (DVA) between Applicant and the City of Harrisburg will be required before construction begins. The Development Agreement will include bond and deposit requirements, as well as other engineering requirements. The DVA will include an agreement to fund maintenance on the storm detention area referred to as Tract B.
- d. Applicant shall provide an acceptable plan for the installation of items provided in design specifications, including but not limited to the number, type and location of streetlights (type to be approved by the Public Works Director), fire hydrants, manholes, sidewalks, street signs and mail receptacles. These items shall be completed prior to any occupancy, except that sidewalks shall be installed prior to the occupancy of the particular lot.
- e. Requirements herein imposed upon the Applicant may be imposed upon a developer or builder if the developer or builder has accepted the responsibility in a written document, and the City of Harrisburg is satisfied that it will not have any adverse impact on bonding requirements or other guarantees of compliance.



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

**THE MATTER OF AN EXECUTIVE SESSION UNDER 192.660(1)(2)(A) TO INTERVIEW TWO CITY ADMINISTRATOR CANDIDATES.**

**STAFF REPORT:**

- Exhibit A: City Administrator Competencies Evaluation Form
- Exhibit B: Draft Sample Employment Agreement

**ACTION: (AFTER ALL INTERVIEWS ARE COMPLETE ON FEBRUARY 10<sup>TH</sup>): MOTION TO APPROVE EXTENDING A CONDITIONAL OFFER OF EMPLOYMENT TO: \_\_\_\_\_ . 2. A SECOND ACTION WOULD BE TO REVIEW THE GENERAL TERMS OF A CITY ADMINISTRATOR EMPLOYMENT CONTRACT AND MOTION TO AUTHORIZE THE CITY ADMINISTRATOR TO NEGOTIATE THE DETAILED TERMS OF A NEW AGREEMENT WITH THE SELECTED CANDIDATE.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda - Feb. 9, 2021, @ 6:30 & Feb. 10, @ 5:30 pm, 2021.

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
Unknown currently	\$ 9,600 this fiscal year	Transfer from GF Contingency

**STAFF RECOMMENDATION:**

**Staff recommends to carefully interview all of the candidates recommended by the Personnel Committee and be prepared to choose one to make a conditional offer of employment at the conclusion of your interviews.**

**BACKGROUND INFORMATION:**

The City Council approved a City Administrator recruitment plan at its Jan. 11<sup>th</sup> meeting. Since then, staff has been soliciting applicants through a broad variety of media. As a result, 21 individuals have applied and approximately 7 or 8 were considered as possibly acceptable candidates.

All 21 applications were reviewed by the Personnel Committee on Feb. 1<sup>st</sup>. They chose four candidates to recommend for City Council interviews. The resumes and application materials for these candidates has already been sent to you.

Since then, staff has scheduled Candidates No. 1 & 2 for interviews on Feb. 9<sup>th</sup> at approximately 7:15 – 8:30 and 8:30 – 9:45, respectively. Candidates # 3 & 4 are scheduled for 5:45 – 7:00 and 7:15 – 8:30 on Feb. 10<sup>th</sup>.

I anticipate final deliberations will go from 8:30 – 10:00 on the evening of the 10<sup>th</sup>.

Keep in mind, City Council does not have to make a conditional offer of employment to any of these candidates but could reject all candidates and ask the Personnel Committee to select one or more of the remaining 17 applicants for in-person interviews.

The employment agreement that is being reviewed is the standard agreement that was used for Brian Latta. Staff has highlighted the sections that will change based upon negotiations. Please review these sections and discuss whether Council would like any changes to them.

REVIEW AND APPROVAL:

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

# City Administrator Competencies Evaluation

Panel Members:

Date:

Candidate	Leadership Skills	Proactive & Effective Solutions	Collaboration & Teamwork	Strong Supervision Skills	Knowledge of Municipal Operations	Public Financing & Budgeting	Knowledge of HR Practices & Labor Laws	Knowledge & Experience with Grant Writing	General Planning	Economic Development	Strong Oral Communication & Command of Language	Exhibits Confidence & Professionalism	Veteran/Disabled Veteran	Total

\*Add columns for the number of competencies being evaluated

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

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



# CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

**PARTIES:**

City of Harrisburg, Oregon (“the City”), & \_\_\_\_\_ (“the Administrator”)

**RECITAL:**

The purpose of this agreement is to establish the mutual and respective responsibilities, terms, and conditions under which the Administrator will serve the City as its Administrator. Therefore, the parties agree as follows:

**1. DUTIES AND RESPONSIBILITIES.**

- 1.1** The City agrees to employ the Administrator as City Administrator to perform (1) the functions and duties specified in the Charter, the Ordinances, and the resolutions of the City, (2) as required by state and federal laws, and (3) to perform other legally permissible and proper duties and functions as the City Council shall assign from time to time as more fully stated in the Job Description.
- 1.2** The Administrator shall also serve as City Planner, Enterprise Zone manager, and Executive Director of the Harrisburg Redevelopment Agency.

**2. LENGTH OF EMPLOYMENT.**

- 2.1** This employment agreement shall continue indefinitely.
- 2.2** The City shall have the right to end this agreement at any time, subject only to the provisions set forth in Section 9 of this agreement.
- 2.3** The Administrator shall have the right to end this agreement at any time, subject only to the provisions set forth in section 9 of this agreement.

**3. START DATE.** The date the Administrator began working for the City on May 20<sup>th</sup>, 2013.

**4. SALARY.**

- 4.1** The City agrees to pay the Administrator for his **services rendered an annual sum of \_\_\_\_\_**
- 4.2** Bonuses, pay increases, and fringe benefits may be considered by the City Council at any time.
- 4.3** Compensation shall be paid pursuant to the City’s payroll policies and practices applicable to other city employees.
- 4.4** Any adjustment in salary made during the life of this agreement shall be in the form of a written amendment and shall become part of the agreement.

**5. RESIDENCY.** The Administrator shall reside **within \_\_\_\_\_ miles or \_\_\_\_\_ minutes of the City of Harrisburg within one year.**

6. **HOURS OF WORK.** The minimum expected work hours for the Administrator are 40 hours per week. Effective July 1st of each fiscal year, Administrator shall receive paid administrative leave in addition to vacation, sick and holiday leave as follows:

- 5 days per year (40 hours)

Administrative leave must be taken by June 30th of each year. Unused administrative leave days will not be cashed out and will not accrue from year to year and shall be forfeited if not used.

Effective October 31st of each fiscal year, Administrator shall receive 40 hours of paid compensation.

7. **BENEFITS.**

**7.1** The Administrator shall be entitled to the same benefits as provided to other employees of the City with the following exceptions: (1) the Administrator will be credited as of the date of employment with 24 hours of sick leave and will accrue sick leave thereafter at the rate of four hours per pay period; (2) the Administrator will be credited with 40 hours of vacation credit effective June 1, 2013; (3) the Administrator will accrue vacation time at a rate of 3.67 hours per pay period during the first year of employment; and, (4) the Administrator will accrue vacation time at a rate of 5.34 hours per pay period beginning after the first year of employment and continuing through the tenth year of employment, with vacation time thereafter accruing at the same rate as for other employees.

**7.2** The City agrees to pay the Administrator \$25 per month, paid quarterly, for use of his personal cell phone in the discharge of his duties.

**7.3** The City shall be a member of the League of Oregon Cities; and, the City agrees to pay for the Administrator’s membership in the Oregon City County Managers’ Association and ICMA.

**7.4** The City agrees to pay for all costs related to attending the Oregon City County Managers’ Association annual conference, and the ICMA annual conference.

**7.5** If funds are available, the City Council will consider authorizing the Administrator’s attendance at other professional development opportunities.

8. **PERFORMANCE EVALUATION.** The council shall meet annually, no later than the 15<sup>th</sup> day of February of each year, with the Administrator to discuss Administrator-Council relationships, to assess the Administrator’s job performance and to review his annual salary. Said meeting shall be in executive session unless an open meeting is requested by the Administrator. The evaluation shall be made in reference to the job description of the Administrator and goals and objectives established for the Administrator for that year of evaluation. The purposes of the evaluation are to improve administrative leadership, maintain open lines of communication, and to enhance relations between the Council and the Administrator. The Administrator shall be entitled to meet with the Council to review its evaluation and supply any information that he may deem pertinent. The mayor may assign some of the performance evaluation duties to the Personnel Committee so long as final decisions are made by the Council after the Administrator has had an opportunity to meet with the Council to discuss matters of mutual interest.

9. **TERMINATION AND SEVERANCE PAY.**

**9.1** In the event the Administrator is terminated by the City while the Administrator is willing and able to perform his duties under this agreement, then the City agrees to pay the

Administrator a lump sum payment equal to four (4) months of his aggregate salary and benefits.

- 9.2 In the event the Administrator is terminated because he willfully and repeatedly fails or refuses to adequately meet the requirements of his job description or comply with the policies, rules, regulations, and standards established by the Council in accordance with the City Charter and which have been communicated to him, or because he commits any felony or other acts of willful misconduct connected with his employment, the City shall be relieved of any responsibility to pay the severance pay referenced in section 9.1 above.
- 9.3 In the event the Administrator voluntarily resigns his position while this agreement is in effect, then the Administrator shall not be entitled to severance pay in accordance with this section.
- 9.4 In the event the Administrator voluntarily resigns his position with City then the Administrator shall give City two (2) month notice in advance, unless the parties agree otherwise in writing.
- 9.5 If the Administrator is permanently disabled or is otherwise unable to perform his duties without reasonable accommodation because of sickness, accident, injury, mental incapacity or health for a period of ten (10) successive weeks, City shall have the option to terminate this agreement subject to the severance pay requirements of this section.

10. **ATTORNEY FEES.** In the event any action, suit, arbitration or other proceeding shall be instituted by either party to this Agreement to enforce any provision of this Agreement or any matter arising therefrom or to interpret any provision of this Agreement, including any proceeding to compel arbitration, the prevailing party shall be entitled to recover from the other a reasonable attorney fee and related costs, including appellate costs, to be determined by the Court or Arbitrator(s).

11. **ETHICAL COMMITMENTS.** The Administrator will at all times uphold the tenets of the ICMA Code of Ethics, a copy of which is attached hereto and incorporated herein. Specifically, Administrator shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time.

The City shall support the Administrator in keeping these commitments by refraining from any order, direction or request that would require Administrator to violate the ICMA Code of Ethics. Specifically, neither the governing body nor any individual member thereof shall request Administrator to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fundraising activity for individuals seeking or holding elected office, nor to handle any matter of personnel on a basis other than fairness, impartiality and merit.

12. **AMENDMENTS.** This Agreement may be amended only by an instrument in writing executed by all the parties.

13. **ENTIRE AGREEMENT.** This Agreement sets forth the entire understanding of the parties with respect to the subject matter of this Agreement and supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter.

14. **SEVERABILITY.** If any provision of this Agreement shall be invalid or unenforceable in respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement shall not be in any way impaired.

15. **WAIVER.** A provision of this Agreement may be waived only by a written instrument executed by the party waiving compliance. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. Failure to enforce any provision of this Agreement shall not operate as a waiver of such provision or any other provision.

Agreed to this 12<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
City of Harrisburg by Robert Duncan, Mayor

\_\_\_\_\_  
Brian Latta

Attachments: ICMA Code of Ethics