



City Council Business Meeting Agenda
March 08, 2022
6:30 PM

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

PUBLIC NOTICES:

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

OLD BUSINESS

1. THE MATTER OF DETERMINING THE PRIORITIES FOR THE 2023-2027 STRATEGIC PLAN

STAFF REPORT:

Exhibit A: Council Priorities Worksheet

ACTION: DETERMINE COUNCIL PRIORITIES FOR THE 2023-2027 STRATEGIC PLAN

2. THE MATTER OF REVIEWING A BID FOR THE READER BOARD REPLACEMENT

STAFF REPORT:

Exhibit A: Bid Documents

ACTION: FOR DISCUSSION ONLY

NEW BUSINESS

3. THE MATTER OF APPROVING THE ANNUAL EVALUATION, AMENDMENTS TO THE CITY ADMINISTRATOR JOB DESCRIPTION AND A PROPOSED BONUS FOR THE CITY ADMINISTRATOR

STAFF REPORT:

Exhibit A: Pertinent Sections of the Personnel Committee Agenda 1.18.22

Exhibit B: Memo from City Administrator

Exhibit C: City Administrator Employment Agreement with Code
Ethics

Exhibit D: Red-Lined City Administrator Job Description

ACTION: MOTION TO:

APPROVE THE ANNUAL EVALUATION FOR THE CITY ADMINISTRATOR, MICHELE ELDRIDGE AT A SCORE OF 3.48 OUT OF 4;

AND

APPROVE THE ISSUANCE OF A \$3000 BONUS TO THE CITY ADMINISTRATOR, IF THE BUDGET ALLOWS

4. THE MATTER OF THE MAYOR APPOINTING A BUDGET COMMITTEE MEMBER TO A TERM ENDING DECEMBER 31, 2023

STAFF REPORT:

Exhibit A: Application for William Percell

MAYOR ACTION: I APPOINT WILLIAM PERCELL TO SERVE ON THE BUDGET COMMITTEE FOR A TERM SET TO EXPIRE ON DECEMBER 31, 2023

5. THE MATTER OF APPOINTING JOE NEELY TO THE PLANNING COMMISSION FOR A TERM ENDING DECEMBER 31, 2023

STAFF REPORT:

Exhibit A: Application for Joe Neely

ACTION: MOTION TO APPOINT JOE NEELY TO THE PLANNING COMMISSION FOR A TERM ENDING DECEMBER 31, 2023

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.

6. THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: Harrisburg City Council Minutes December 14, 2021

Exhibit B: Payment Approval Report for February 2022

Exhibit C: Planning Commission Minutes for January 18, 2022 &

February 15, 2022

Exhibit D: Library Board Minutes for January 19, 2022

Exhibit E: Meals on Wheels Request

Exhibit F: Municipal Court Collections Report February 2022

Exhibit G: Municipal Court Citation Report February 2022

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

Harrisburg City Council Minutes for December 14, 2021

The Payment Approval Report for February 2022

CITY ADMINISTRATOR VERBAL REPORT

1. Library Mural Fundraising Letter

OTHER ITEMS

ADJOURN

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF DETERMINING THE PRIORITIES FOR THE 2023-2027 STRATEGIC PLAN

STAFF REPORT:

Exhibit A: Council Priorities Worksheet

ACTION: DETERMINE COUNCIL PRIORITIES FOR THE 2023-2027 STRATEGIC PLAN

THIS AGENDA BILL IS DESTINED FOR: Agenda – March 8, 2022

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

STAFF RECOMMENDATION:

Staff recommends Council reviews the Objectives and Measures and determine which should be priorities in 2023-2027

BACKGROUND INFORMATION:

At the last Council Meeting, Council had reviewed all of the changes to the strategic plan, and had moved to determining what the priorities would be for the next fiscal year. Councilor Adam Keaton realized that the majority of our priorities were in Great Neighborhoods, with a few from Public Safety. He questioned whether we should have at least one goal from each of the major theme sections.

We did have a similar discussion a few years ago when most of the goals were in Great Neighborhoods, because they were so important to our citizens. Those have included some of the biggest goals we’ve had, such as street improvements, improving the water system, and other really important goals of the City. However, that doesn’t mean we shouldn’t focus on other goals; there are items on our list that would be important to different citizens in town, for different reasons.

As such, Staff have prepared a report in Exhibit A, which removes all the formatting and pictures, and makes it easier to focus on the goals and objectives. Council should choose between 1 and 3 objectives/measures from each theme in order to make sure that the City is focusing on all the areas that are important to all of us and our citizens.

REVIEW AND APPROVAL:

03/01/22
Michele Eldridge Date
City Administrator

Current Priority List with Completed, or almost completed, items removed.

The City Council previously identified its priority objectives and actions for Fiscal Year 2021-2022 from out of the strategic plan. The following table lists the priorities and updates as the date of this plan update.

Objective / Action #	Description
<p>#4 #4. A & 4. B</p>	<p>Achieve, Develop and Maintain Total City park land inventory at a minimum of 7 acres^[ME1] per 1,000 residents. (We now have 25.9 acres of park land for each 1,000 residents; although the large majority of it is currently undeveloped!)</p>
<p>#5</p>	<p>Review and update the Transportation System Plan (TSP), and Transportation SDC's. IN PROGRESS</p>
<p>#7</p>	<p>Make Regular and substantive improvements to City streets. IN PROGRESS</p>
<p>#10</p>	<p>Bring community awareness to crime issues in our city and work to create solutions to reduce and prevent crime. IN PROGRESS – AND TO BE MORE EMPHASIZED.</p>
<p>#12</p>	<p>Provide second sanitary sewer crossing beneath the railroad tracks. ORIGINAL PROJECT ALMOST COMPLETED; THIS PROJECT NOW EXPANDED^[ME2]</p>

Great Neighborhood Goals and Objectives:

Goal 1: Develop and maintain diverse neighborhoods where citizens will take pride in where they live. Create affordable and/or low-income housing opportunities while preserving and improving existing affordable housing.

Objective 1: Review and update the Harrisburg Zoning and Subdivision Ordinances, and assure the ordinances reflect changing community conditions, as well as provide greater flexibility in order to facilitate and promote a variety of development opportunities including a wide choice of types of housing, as well as commercial and industrial development

Actions: Complete a comprehensive re-write of the city’s subdivision and zoning ordinance by July 30, 2022. Thereafter, review and update the ordinance biennially starting in 2025.

Objective 2: Initiate water conservation measures and best-practices community education programs. This project remains on hold due to COVID, plus major Street and Water Projects [Public Works]

Actions: Present annually water conservation presentations to the public at various venues such as the Harrisburg Schools, Senior Center, Library, or HART Center. Inform the community on the importance of conservation methods through the use of our newsletter, social media and our website. Provide homeowner community education classes on increasing irrigation efficiency, low flow fixtures, proper watering techniques, and landscape management to further reduce their monthly water bills.

Objective 3: Create affordable and/or low-income housing opportunities while preserving and improving existing affordable housing.

Actions: Work with contractors and developers to allow for flexibility, and to expedite processes wherever possible. Start marketing our developable residential properties when the water system is closer to completion, with direct mailing to builders’ associations, and contractors who are located in our regional area.

Goal 2: Provide diverse recreational, cultural, and educational opportunities for our citizens and visitors.

Objective 4: Promote and encourage more patron use of the Library. (Library use still somewhat limited due to COVID limitations) [Library]

Actions: (Completed). Continue to Re-establish Library Programs as Pandemic allows.

Objective 5: Develop, maintain, and improve total City park land inventory. [City Administrator]

Actions: Apply for grants to assist in developing existing and future parklands. Complete the Parks Master Plan, and revise Parks SDC's with the next step being new Parks Development, as well as improving our existing parks, and making them more accessible

Goal 3: Provide a functional transportation system that supports all modes of transportation.

Objective 6: Review and update the Transportation System Plan (TSP), and Transportation SDC's. [Public Works, City Administrator]

Actions: Work with consultant provided through and by ODOT/TGM Grant to complete a new Transportation System Plan (TSP). Complete a prioritized project list of needed transportation improvements that address the UGB expansion and other changing conditions, while updating the Transportation SDC's

Objective 7: Make regular and substantive improvements to City Streets.

Actions: Repair/Upgrade City Streets to at least a 'C' Standard. Design and construct a long-term rail/roadway solution with the railroad. Determine how to fund this project.

Objective 8: Review and Update Franchise Agreement with BNSF prior to expiration in 2022.

Actions: Review and Update Franchise Agreement with BNSF.

Objective 9: Apply for SRTS Grant to Improve the west side of N. 9th St. with curbs, gutters, and sidewalks from Smith St. to Diamond Hill Rd.

Actions: Apply for SRTS Grant in 2022/2023.

Objective	Measure	FY2023	FY2024	FY2025	FY2026	FY2027
1	Biennial Review of Zoning/Subdivision Ordinances	X		X		X
2	Initiate Water Conservation Practices and Public Education	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
3	Work to provide flexible, expedited service wherever possible in relation to residential developments; direct mail builders associations and regional contractors.					
4	New Library Programs	1	1	1	1	1
5.a	Apply for and acquire grants to develop existing and future parklands.		OPRD		OPRD	
5.b	Update Parks Master Plan and Parks SDC's, funded by the OPRD grant.	Complete				
5.c	Obtain development and facilities plan existing parks, making them more accessible.	50%	50%			
6.a	Work with Consultant on a new Transportation System Plan	Hire Consultant	Finish TSP	Implementation		
6.b	Complete a prioritized list of needed transportation improvements that address the UGB Expansion and other changing conditions and update Transportation SDC's	Project List	Update SDC's	Ongoing Implementation	N/A	N/A
7.a	Repair/Upgrade City Streets to at least a "C" Standard, IAW Cities "Street Assessment Report 2016"	Establish	Seek Grants if necessary			
8	Review and Update Franchise Agreement with BNRR by 2023	X				
9	Apply for SRTS Grant in 2022/2023	Apply	Develop New Project	Apply		

Public Safety Objectives:

Goal 1: Ensure public safety by protecting people and property.

Objective 10: Continue participation in FEMA National Flood Insurance Program and consider participation in the Community Rating System (CRS) program. (This program continues to be delayed by the COVID-19 Pandemic) [City Recorder, City Administrator]

Actions: Consider making application to participate in the CRS, after participating in training provided by FEMA/CRS Oregon Group.

Objective 11: Bring community awareness to crime issues in our City and work to create solutions to reduce and prevent crime. [City Administrator]

Actions: COVID-19 effectively prevented holding quarterly community crime prevention forums; Establish and strengthen neighborhood watch groups and neighborhood watch patrol when allowed. The City did work with LCSO to establish a statistical crime reporting baseline which now provides quarterly updates to the City Council and the public on progress in reducing crime. Work on improving/enhancing relations and accessibility to law enforcement agencies and programs

Goal 2: Provide safe and reliable drinking water, sewage disposal and drainage systems.

Objective 12: Design, build, and operate a conventional Water Treatment Plant. [Finance/Deputy Recorder, Public Works]

Actions: Detailed engineering plans now complete. Start of construction scheduled for 3rd quarter of 2022. Over 9,450 feet of waterline have been replaced by the end of 2021.

Objective 13: Provide second sanitary sewer crossing beneath the railroad tracks, and add slipline to existing sewer line under the RR Tracks, businesses, and N. 3rd St. [Public Works] City crews repairing sanitary sewer system

Actions: Design and construct a second sanitary sewer crossing and add slipline to the existing sewer line located under the RR Tracks, through businesses, and N. 3rd St. to the main lift station.

Objective 14: Replace the main sewer pressure line from City's Main Lift Station to WW Treatment Facility.

Actions: Design and replace the main sewer pressure line from City's Main Lift Station to WW Treatment Facility.

Objective	Measure	FY2023	FY2024	FY2025	FY2026	FY2027
10	Consider Applying to the CRS rating program with FEMA	Make Decision	Ongoing if Applicable		x	
11.a	Quarterly Community Crime Prevention Forums. Encourage citizens to create new Neighborhood Watch programs.	4	4	4	4	4
11.c	Work on Improving/Enhancing Communication, Relations & Accessibility to Law Enforcement Agencies & Programs.	Establish	Update Program	x	Update Program	x
12	Re-bid/Construct and Operate Water Treatment Facilities	25%	40%	Complete	N/A	N/A
13.a	Finish construction of a pump station to complete the secondary sanitary sewer line	75%	Complete	n/a	N/A	
13.b	Add Slipline to Existing Sewer Line under the RR Tracks, businesses and N. 3 rd St.	10%	10%	10%	10%	10%
14	Design and replace the existing sewer pressure line from City's Main Lift Station to WW Treatment Facility.	10%	10%	10%	10%	10%

Economic Development Objectives

Goal 1: Create an encouraging business environment by providing business resources, addressing regulatory barriers, and utilizing regional partnerships, such as Oregon R.A.I.N., the Tri-County Chamber of Commerce, the Main Street Program and the Mid-Valley Partnership.

Objective 15: Enhance Outreach to existing businesses. Work with regional partnerships to promote Harrisburg businesses and economic development. [City Administrator, City Recorder/Municipal Court Clerk]

Actions: Coordinate with Biz Oregon, the Tri-County Chamber of Commerce, OCWCOG, RAIN/MVP, OEDA and others to reduce development impediments and attract new, desired development. Develop marketing program and review/update as needed.

Actions: Using Main Street Resources at the Exploring Downtown level, continue to build stronger relationships with local businesses, establishing a Strategic Plan to develop promotions and attract new businesses.

Goal 2: Continue to promote the Harrisburg Redevelopment Agency by advocating for the program and completing projects that can facilitate development opportunities.

Objective 16: Utilize Urban Renewal dollars to maximize the total investment and redevelopment efforts in Harrisburg's downtown. Continue to increase the assessed value of the Harrisburg redevelopment area by making strategic public investments to spur private investments. [City Administrator, City Recorder/Municipal Court Clerk, Finance Officer/Deputy City Recorder]

Actions: Continue to promote the HRA Grant programs for redevelopment of downtown buildings. Advocate for the URD program to outside taxing districts. . Incorporate funds from ARPA to catalyze Community & Economic Development in the historical downtown and commercial corridor.

Actions: Review the projects approved by Substantial Amendment No. 5, and analyze if tax proceeds can allow for expansion of projects, or the addition of new ones through a minor amendment.

Objective 17: Continue to Preserve Willamette River Water Rights and utilize for possible Economic Development Opportunities. (City Administrator, Public Works)

Actions: Review in the future to verify requirements in order to utilize and preserve our water rights.

Goal 3: Collaborate with Harrisburg businesses, focusing on business retention, expansion, promotion, start-ups, and entrepreneurship. Work actively to promote the business core, and attract new businesses to Harrisburg

Objective 18: Using RAIN and the Tri-County Chamber of Commerce, work on establishing networking meetings with Harrisburg Businesses on a quarterly basis. Actively meet and collaborate with businesses to evaluate what business owners need from the City to improve/enhance their business.

Action: Meet with RAIN and the Tri-County Chamber of Commerce to establish networking sessions, in Harrisburg on a quarterly basis. Send annual survey, and actively collaborate with area businesses.

Objective 19: Establish resources on the City Website and in City Hall for businesses. Include links to resources from RAIN, to promote entrepreneurship. Market Harrisburg Businesses through social media, website, and bi-annual newsletters and other promotional materials.

Action: Develop a Business Resources Webpage & new Business Packets

Objective	Measure	FY2023	FY2024	FY2025	FY2026	FY2027
15.a	Coordinate closely with Biz Oregon, OCWCOG, OEDA, MVP and others to reduce development impediments and attract new, desired development	x	x	x	x	x
15.b	Develop marketing program and review/update as needed	Establish	Update		Update	
15.c	Strengthen Main Street Program by holding Quarterly Meetings, Establishing a Strategic Plan Workshop and developing promotions	Establish Strategic Plan Workshop & Qtly Meetings	Develop Promotions	Increase Meetings		
16.a	Advocate the URD program to outside taxing districts through marketing materials	X	X	X	X	X
16.b	Incorporate funds from ARPA to catalyze Community & Economic Development in the historical downtown and commercial corridor	\$ Remaining	\$ Remaining			
16.c	Review Approved Projects and Analyze for Expansion or Addition of Projects through a Minor Amendment	Begin Review	Minor Amendment if needed			
17	Continue to preserve Willamette River Water Rights and utilize for possible Economic Development opportunities. ON TRACK	X	X	X	Review & Discuss Requirements	Implementation

18.a	Meet with RAIN & Chamber of Commerce to Establish Networking Sessions in Harrisburg on a Quarterly Basis	Establish	Quarterly	Quarterly	Quarterly	Quarterly
18.b	Send Annual Survey, and Contact Businesses on an annual basis to Actively Collaborate on measures to evaluate business needs	x	x	x	x	X
19	Develop Business Resources Webpage, & New Business Packets,	Establish		Update		Update

Efficient Governance Objectives:

Goal 1: Effectively and efficiently provide the services that Harrisburg’s citizens need, want, and are willing to support.

Objective 20: Ensure transparent financial reporting and budgeting to the community. Maintain annual audit results establishing conformance to requirements and generally accepted accounting principles. [Finance Officer/Deputy City Recorder]

Actions: Continue to publish annual budget and audit results on the City’s website. Achieve annual audit with no reportable findings of non-compliance. Investigate software options that could provide greater transparency and access to city information and data.

Objective 21: Investigate and implement new technologies and workplace practices that save time and resources. [All Departments]

Actions: Implement technology and workplace practices that continue to reduce costs.

Objective 22: Update Capital Improvement Program, and Verify SDC’s and other Fee Structures are still competitive

Actions: Update CIP, and Verify SDC’s and other Fee Schedules are still competitive in our Regional area.

Goal 2: Maintain a qualified, effective, and happy workforce.

Objective 23: Maintain staff that is well-trained, certified, and given opportunities for growth inside the City organization. [All Departments]

Actions: Employees and supervisors are encouraged to find relevant training opportunities to ensure employees are qualified for assigned work tasks. Where appropriate, supervisors shall cross-train employees. Budgeted funds for training shall be reviewed to assure necessary training is accomplished.

Objective 24: Perform Compensation Analysis to keep wages consistent for comparably sized or regional Cities to better retain employees. [City Recorder/Municipal Court Clerk]

Actions: Staff will perform Compensation Analysis on every three-year schedule. Determine a cost-of-living figure to apply to wages in years without a compensation analysis.

Objective	Measure	FY2023	FY2024	FY2025	FY2026	FY2027
20	Reportable audit findings of noncompliance, increase transparency in operations	None	None	None	None	None
21.	Continue to reduce service delivery costs, and improve effectiveness of current services	Maintain	Maintain	Maintain	Maintain	Maintain
22	Update Capital Improvement Program and Verify SDC's and other Fee Structures are still competitive in our regional area	Update CIP	Review SDC's & Fees		Review SDC's & Fees	
23	Maintain certifications for employees ON TRACK	19	20	20	20	20
24.a	RFP/IGA with an agency for Compensation/Wage Analysis Services	n/a	100% for FY 24/25	n/a	n/a	100% for FY 27/28
24.b	Determine a cost-of-living figure to apply to wages in years without a compensation analysis	Configure COLI		Configure COLI	Configure COLI	

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF REVIEWING A BID FOR THE READER BOARD REPLACEMENT

STAFF REPORT:

Exhibit A: Bid Documents

ACTION: FOR DISCUSSION ONLY

THIS AGENDA BILL IS DESTINED FOR: Agenda – March 8, 2022

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$42,900 - \$82,538	Yes – ARPA	General

STAFF RECOMMENDATION:

Staff recommends the City Council review the information provided and decide which reader board to receive.

BACKGROUND INFORMATION:

On February 8, 2022, the City Council looked at the bids contained in **Exhibit A**. Because the minimum price was in excess of \$25,000, the City was required, by our public contracting standards, to request formal bids from other companies. Staff contacted five companies in total, but none of the companies other than ES&A returned a bid. Staff tried to contact staff at ES&A to determine if the prices were valid before this report was placed in the agenda, but if not received in time, that information will be shared at the meeting.

As noted at the previous meeting, the lowest bid started at \$42,892, and the higher bid for the slightly larger reader board pole sign was \$58,890. (Not counting an almost \$1,000 in mobilization charges.) In February, it was decided to only obtain bids on the pole signs, as the monument signs would require that we obtain sealed and competitive bids.

As noted previously, the American Rescue Plan Act will pay for the cost of the Reader Boards, as they are used for communication, including during a time of emergency. Also, to remind Council, we will be able to apply \$19,323 in insurance proceeds toward the total cost of sign replacement. As noted in the quote, the City would be responsible to bring power lines to the sign location.

More information in relation to the signs will be provided at the meeting, including whether or not ES&A is willing to extend the current bid to the City.

REVIEW AND APPROVAL:

03/01/22
Michele Eldridge Date
City Administrator



PROPOSAL

Proposal #: 33764

Proposal Date: 01/26/22
Customer #: 15230
Page: 1 of 5
Salesperson: Jason Spear

SOLD TO:	JOB LOCATION:
CITY OF HARRISBURG ATTN : ACCOUTNS PAYABLE PO BOX 378 HARRISBURG OR 97446	CITY OF HARRISBURG WATER STORAGE 2ND ST & HWY 99E HARRISBURG OR 97446

ES&A SIGN CORP. (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #33764 Mobilization and survey costs.	\$825.00	\$825.00
1	QUOTE #33764A Provide and install (1) V-shaped 15.85mm RGB LED Display freestanding sign as per specifications on ES&A design #33764A. - Power to sign by customer. - Good truck and trailer access. - No data runs. 4G Wireless Modem. - Footings by ES&A.	\$42,892.00	\$42,892.00
1	QUOTE #33764A1 Provide and install (1) V-shaped 10mm RGB LED Display freestanding sign as per specifications on ES&A design #33764A1. - Power to sign by customer. - Good truck and trailer access. - No data runs. 4G Wireless Modem. - Footings by ES&A.	\$58,890.00	\$58,890.00
1	QUOTE #33764B Provide and install (1) V-shaped 15.85mm RGB LED Display freestanding sign with brick wall as per specifications on ES&A design #33764B. - Power to sign by customer. - Good truck and trailer access. - No data runs. 4G Wireless Modem. - Brick work by ES&A. - Footings by ES&A. - Bid for brick to be on front and sides ONLY. back to be metal for access. - Bid for EMC to be recessed into sign structure. NO brick will be behind the sign.	\$73,154.00	\$73,154.00
1	QUOTE #33764B1 Provide and install (1) V-shaped 10mm RGB LED Display freestanding sign with brick wall as per specifications on ES&A design #33764B1. - Power to sign by customer.	\$82,538.00	\$82,538.00

COMPANY INITIALS _____

ES&A Sign and Awning
 89975 Prairie Rd Eugene, OR 97402
 P 541-485-5546; F 541-485-5813

CUSTOMER INITIALS _____



PROPOSAL

Proposal #: 33764

Proposal Date: 01/26/22
Customer #: 15230
Page: 2 of 5
Salesperson: Jason Spear

- Good truck and trailer access.
- No data runs. 4G Wireless Modem.
- Brick work by ES&A.
- Footings by ES&A.
- Bid for brick to be on front and sides ONLY. back to be metal for access.
- Bid for EMC to be recessed into sign structure. NO brick will be behind the sign.

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER FOR THE SUM OF:

TOTAL PROPOSAL AMOUNT: N/A

Effective January 1, 2020, a .37% Corporate Activity Tax (CAT) will be calculated on the gross amount and added to all invoices, except on those entities exempt by law.

TERMS: 50.0% DOWN, BALANCE DUE ON COMPLETION

THIS PRICE DOES NOT INCLUDE ELECTRICAL HOOKUP, PERMITS, ENGINEERING OR TAX UNLESS SPECIFICALLY STATED.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED.

ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.

TERMS AND CONDITIONS

Payment terms: 50% down with order. Balance due upon delivery or installation. Work will not begin until down payment and written acceptance have been received. Permits are additional and are charged at cost with a \$350 procurement fee. Engineering, private locates, and special inspections are additional at cost plus 10%. Primary Electrical to display(s) and hook-up is not included. All signs will be manufactured for 120 Volts unless otherwise requested in writing. Dedicated circuit(s) must be provided with a continuous ground to panel. Voltage at sign must be within 117v to 123v or warranty will be void. Sales tax is additional.

Face changes and modifications to existing signs: Unless specified in writing, repairs to ballasts, power supplies, LED's, transformers, neon, fluorescent lamps, lamp sockets, and all other lighting components are not included in price.

Not responsible for underground obstructions and damage to same.

Expiration: Due to fluctuations in fuel, energy, labor, and material costs, sale agreements may be withdrawn if not accepted within (60) sixty days.

1. **Agreement.** Seller agrees to sell, and Buyer agrees to purchase, an advertising display, sign, or awning (Display) in conformity with the terms of this agreement.
2. **Buyer's Duties.** Unless this agreement provides otherwise, Buyer shall, at Buyer's expense:
 - 2.1 Provide unobstructed access for personnel, vehicles and equipment directly adjacent to display location including attic, roof, and fascia.

COMPANY INITIALS _____

ES&A Sign and Awning
89975 Prairie Rd Eugene, OR 97402
P 541-485-5546; F 541-485-5813

CUSTOMER INITIALS _____



PROPOSAL

Proposal #: 33764

Proposal Date: 01/26/22
Customer #: 15230
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Salesperson: Jason Spear

- 2.2 Prior to installation, supply unobstructed, dedicated electrical circuits within 5'-0" to the Display of an appropriate capacity in conformance with Federal, State, and local laws.
 - 2.3 Perform all necessary blocking, modifications and/or reinforcements to the building on which Display is to be installed.
 - 2.4 Identify location of, relocate or arrange for relocation, of all public and private underground utilities or overhead power lines as necessary to accommodate installation of Display, and/or to comply with laws and regulations of federal, state, or local municipal authorities.
 - 2.5 Acquire all necessary engineering, permits, performance bonds, and zoning variances.
 - 2.6 Provide necessary traffic control, barricades, parking, sidewalk, or other special use permits.
 - 2.7 Remove and store or dispose of any pre-existing display or architectural feature.
 - 2.8 Repair or restore exterior wall surfaces.
 - 2.9 Repair or replace landscaping damaged in the course of normal Display installation.
 - 2.10 Acquire all necessary permission to install the Display from the property owner where Display is to be installed.
 - 2.11 Maintain responsibility in the event that seller performs any of the Buyer's duties listed above.
3. **Seller's Duties.** The construction and installation of the Display shall be subject to delay caused by strikes, fires, acts of God, regulations or restriction of government or public authority, or other accident forces, conditions or circumstances beyond the control of Seller. Such circumstances shall suspend Seller's obligation to perform its duties under this agreement. Subject to those conditions, Seller shall, at Seller's expense:
- 3.1 Design the Display in conformance with design specifications provided to Buyer. Seller reserves the right to modify any or all construction, fabrication or installation, provided it does not, per industry standards, significantly affect the quality, aesthetics, or structural integrity of the product, or increase the price to Buyer.
 - 3.2 Deliver the Display to a common carrier, if this agreement so provides.
 - 3.3 Install the Display, if this agreement so provides, in conformity with installation specifications provided to Buyer.
 - 3.4 Investigate in good faith any claims by Buyer under the Limited Warranty provided by this agreement.
4. **Purchase Price.** The purchase price listed in this agreement is subject to the following terms:
- 4.1 **Late Charge.** Account balances more than 30 days past due shall be assessed an additional charge of 1.50 percent of the outstanding balance per month.
 - 4.2 **Additional Charges.** The purchase price listed in this agreement is negotiated based upon an assumption of the absence of unusual and/or unanticipated conditions. Buyer agrees to pay additional charges at Seller's prevailing rates for unanticipated work occasioned by any of the following:
 - 4.2.1 Davis-Bacon Act, prevailing wage, overtime, and/or after-hours installations.
 - 4.2.2 Buyer's provision of inaccurate information affecting Display design or installation.
 - 4.2.3 Separation of a multiple sign order into individual orders no longer being manufactured concurrently.
 - 4.2.4 Additional trips to/from jobsite beyond original allocation resulting from Buyer's request and/or non-performance, or any third party's request and/or non-performance.
 - 4.2.5 Buyer's request for a change in Display design requiring: (a) nonstandard materials, production methods, colors, or finishes; or (b) alteration of completed design.
 - 4.2.6 Alteration of Display design to accommodate engineering, permits, soil conditions, architectural elements, or building conditions.
 - 4.2.7 Repairs to pre-existing illumination including but not limited to ballasts, fluorescent lamps, lamp holders, neon transformers, neon tubing, electrical insulators, and wiring.
 - 4.2.8 Unusual composition of soil or concealment in soil of obstructions.
 - 4.2.9 Unanticipated obstructions within building structure.
 - 4.2.10 Material restriction of access to the Display site.
 - 4.2.11 Storage of items completed by Seller but delayed at Buyer's request, by Buyer's non-performance, or by any third party's non-performance.
 - 4.2.12 Failure of Buyer to fulfill any of its duties under this agreement.
 - 4.3 **Independent Covenant.** Buyer agrees that its duty to pay the purchase price is independent of Seller's duties under this agreement.
5. **Payment Terms.**
- 5.1 Upon seller's receipt of original signed purchase agreement, Buyer shall pay Seller a 50% down payment.
 - 5.2 Balance due upon delivery or installation.
 - 5.3 Additional charges will be invoiced separately and shall be due upon receipt.
6. **Time is of the Essence.**
- 6.1 Seller may withdraw purchase agreement if not accepted by Buyer within (60) sixty days of original bid date or if manufacturing has not commenced within (270) two hundred seventy days of original bid date. Seller, at its discretion, may update the purchase price in lieu of withdrawal.
 - 6.2 Work shall not commence until Seller has received original signed purchase agreement, down payment, and approved design from Buyer.
 - 6.3 Work shall be subject to delay until Seller receives all of the following applicable items from Buyer:
 - 6.3.1 Landlord approval
 - 6.3.2 Structural engineering calculations
 - 6.3.3 Permits
 - 6.3.4 Paint colors

COMPANY INITIALS _____

ES&A Sign and Awning
89975 Prairie Rd Eugene, OR 97402
P 541-485-5546; F 541-485-5813

CUSTOMER INITIALS _____



PROPOSAL

Proposal #: 33764

Proposal Date: 01/26/22
Customer #: 15230
Page: 4 of 5
Salesperson: Jason Spear

- 6.3.5 Graphic colors
- 6.3.6 Ready-to-use vectorized electronic artwork

7. **Warranty.**

- 7.1 **Limited Warranty; Disclaimer.** Contingent on timely payment of the purchase price and subject to the exceptions and modifications listed in paragraphs 7.2 and 7.3, Seller shall, at its expense, make all repairs, replacements, or corrections of Display, at Seller's option, made necessary by reason of faulty workmanship or material and that appear within one year of Display's delivery. To exercise its rights under this limited warranty, Buyer must provide written notice of the defect to Seller within 30 days of discovery of the defect. Repair or replacement shall constitute Buyer's sole remedy, and in no event shall Seller be liable for incidental or consequential damages of any kind, including but not limited to personal injury, property loss, or lost profits. There are no warranties other than those stated in this agreement. SELLER EXPRESSLY DISCLAIMS THE IMPLIED WARRANTY OF MERCHANTABILITY AND WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.
- 7.2 **Lamps, Ballasts and Transformers.** Seller's warranty as to labor involved in installing lamps, ballasts, and transformers, is limited to 1 year from installation. In all other respects, Seller's warranty is identical to the limited warranty listed in paragraph 7.1.
- 7.3 **Exclusions.** Seller's warranty excludes damages caused by normal wear and tear, unusual weather, acts of vandalism, neglect, or other abuse.

8. **Shipping.**

- 8.1 **Risk of Loss.** Unless otherwise agreed, delivery is FOB Seller's place of business. If damage occurs en route, Buyer agrees that it will pursue redress only through the carrier or carriers charged with delivery.
- 8.2 **Costs.** Unless otherwise agreed, Buyer will pay any shipping charges directly to the carrier charged with delivery.
- 8.3 **Timing of Delivery.** Although Seller will make a good-faith effort to adhere to delivery schedules, Seller will not be responsible for delays caused by any circumstances beyond its control.

9. **Buyer's Default.** In the event of a default by Buyer in the payment of any of the amounts due under this agreement:

- 9.1 **Acceleration.** The entire unpaid balance of the purchase price shall immediately be and become due and payable.
- 9.2 **Collection of Amounts Owed.** Buyer agrees to pay interest at the rate of 18 percent per annum on any amounts due plus reasonable attorney's fees. Seller may recover those amounts by any or all of the following means:
 - 9.2.1 **Removal and Resale.** By entering upon the premises where the Display has been installed and removing and reselling the Display with or without notice and without liability on notice to Buyer.
 - 9.2.2 **Action for Collection.** By bringing suit for the balance due under this contract.
 - 9.2.3 **Other Action.** By exercising any other right allowed by law.

10. **Intellectual Property.** All designs, specifications, and artwork created by Seller shall remain property of Seller.

11. **Force Majeure.** Seller shall not be liable for any failure or delay in performance under this agreement to the extent that the failures or delays are proximately caused by forces beyond Seller's reasonable control and occurring without its fault, including, without limitation, natural disasters, war, imposition of government restrictions, and failure of suppliers, subcontractors, and carriers.

12. **Authority.** The individuals executing this agreement represent and warrant that they are authorized to do so, and that the execution of this agreement is the lawful and voluntary act of each of the parties.

13. **Restriction on Assignment.** This agreement shall not be assigned by Buyer without the written consent of Seller. Consent by Seller to one (1) assignment shall not constitute consent to other assignments, nor shall it be construed to be a waiver of this paragraph.

14. **Notice.** All notices required by this agreement shall be in writing addressed to the party to whom the notice is directed at the address of that party set forth below the signatures on this agreement and shall be deemed to have been given for all purposes upon receipt when personally delivered; one day after being sent, when sent by recognized overnight courier service; two days after deposit in United States mail, postage prepaid, registered or certified mail; or on the date transmitted by telegraph or facsimile. Any party may designate a different mailing address or a different person for all future notices by notice given in accordance with this paragraph.

15. **Attorney Fees.** In any proceeding to enforce or interpret this agreement, the prevailing party shall be entitled to recover from the losing party reasonable attorney fees, costs, and expenses incurred by the prevailing party before and at any trial, arbitration, bankruptcy, or other proceeding, and in any appeal or review.

16. **Modification.** No modification of this agreement shall be valid unless it is in writing and is signed by all of the parties.

17. **Integration.** This agreement is the entire agreement of the parties. There are no promises, terms conditions, or obligations other than those contained in this agreement. This agreement shall supersede all prior communications, representations, and agreements, oral or written, of the parties.

18. **Interpretation.** The paragraph headings are the convenience of the reader only and are not intended to act as a limitation on the scope or meaning of the paragraphs themselves. This agreement shall not be construed against the drafting party.

COMPANY INITIALS _____

ES&A Sign and Awning
89975 Prairie Rd Eugene, OR 97402
P 541-485-5546; F 541-485-5813

CUSTOMER INITIALS _____



PROPOSAL

Proposal #: 33764

Proposal Date: 01/26/22
Customer #: 15230
Page: 5 of 5
Salesperson: Jason Spear

- 19. **Severability.** The invalidity of any term or provision of this agreement shall not affect the validity of any other provision.
- 20. **Waiver.** Waiver by any party of strict performance of any provision of this agreement shall not be a waiver of or prejudice any party's right to require strict performance of the same provision in the future or of any other provision.
- 21. **Binding Effect.** Subject to restrictions in this agreement upon assignment, if any, this agreement shall be binding on and inure to the benefit of the heirs, legal representatives, successors, and assigns of the parties.
- 22. **Venue and Personal Jurisdiction.** Should any action be filed to enforce this agreement, it is agreed that venue of such action shall lie in any court in Lane County, Oregon, having jurisdiction of the subject matter, and that the parties are subject to personal jurisdiction in Lane County, Oregon. Each party waives all right to challenge venue or personal jurisdiction in any action filed in Lane County, Oregon.

THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY THE COMPANY; ONCE SIGNED THIS PROPOSAL WILL EXPIRE AFTER 60 DAYS.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: _____

DATE: _____

ACCEPTED BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

COMPANY INITIALS _____

ES&A Sign and Awning
89975 Prairie Rd Eugene, OR 97402
P 541-485-5546; F 541-485-5813

CUSTOMER INITIALS _____

Specifications

Manufacture & Install (1) V-shaped LED Display Freestanding Sign

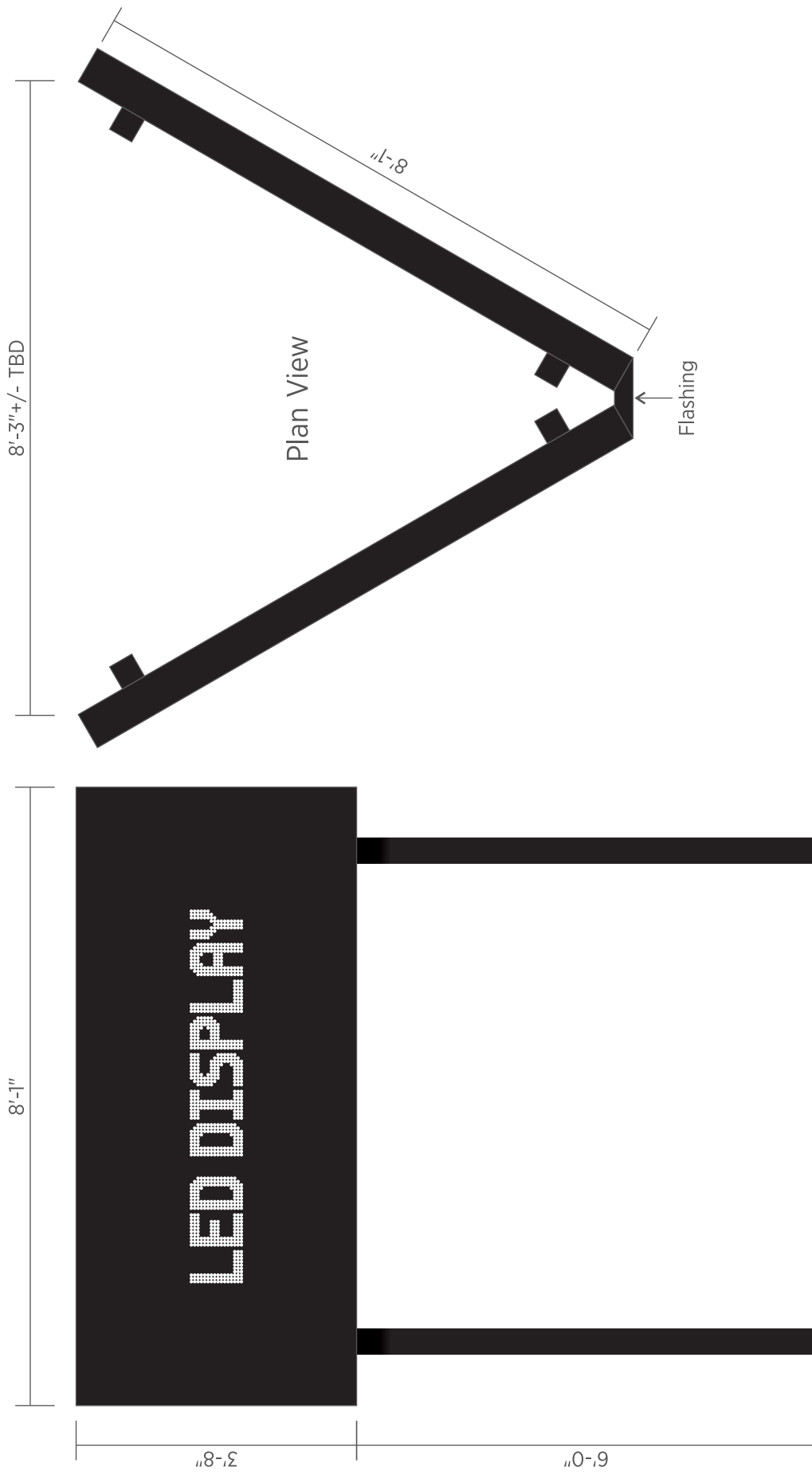
- 4"x4" square tube posts painted satin black.
- (2) Daktronics GS6-36X90-15.85-RGB-SF full color LED displays.
- Mount displays to 4" square tube posts.
- Install sign with new concrete footings.
- VERIFY model, size, installation.

Photo Inlay



Layout

Scale: 1/2"=1'-0"



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Graphic presentation only. Please see your representative for actual color & material samples.

Various printers & monitors will interpret colors in different tones & shades.

Revisions:

Client Approval:
Includes Colors, Spelling, Artwork

Please Initial: **Please Date:**

Drawing Number: 33764A

Date of Drawing: 1.17.22

Sales: JS **Design:** BL **Page No:** 1 of 1

Presentation For:

City of Harrisburg
2nd St. & Hwy 99E
Harrisburg, OR

89975 Prairie Rd.

Eugene, OR 97402

P | 541.485.5546

esesigns.com



Specifications

Manufacture & Install (1) V-shaped LED Display Freestanding Sign

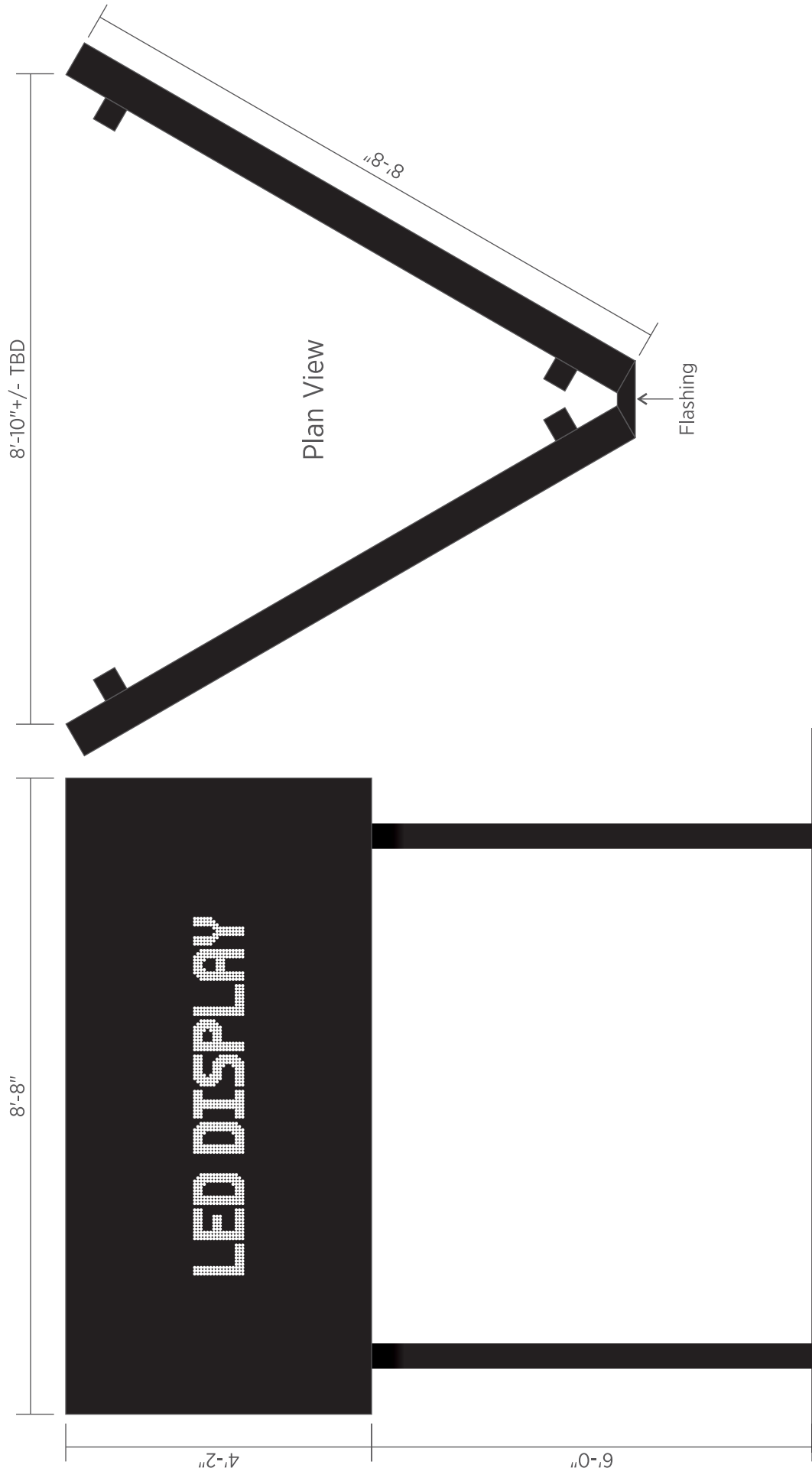
- 4"x4" square tube posts painted satin black.
- (2) Daktronics GT6X-108X252-10-RGB-SF full color LED displays.
- Mount displays to 4" square tube posts.
- Install sign with new concrete footings.
- VERIFY model, size, installation.

Photo Inlay



Layout

Scale: 1/2"=1'-0"



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Revisions:

Client Approval:
Includes Colors, Spelling, Artwork

Please Initial: **Please Date:**

Drawing Number: 33764A1

Date of Drawing: 1.17.22

Sales: JS **Design:** BL **Page No:** 1 of 1

Presentation For:
City of Harrisburg
2nd St. & Hwy 99E
Harrisburg, OR

89975 Prairie Rd.
Eugene, OR 97402
P | 541.485.5546
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Specifications

Manufacture & Install (1) V-shaped LED Display Freestanding Sign

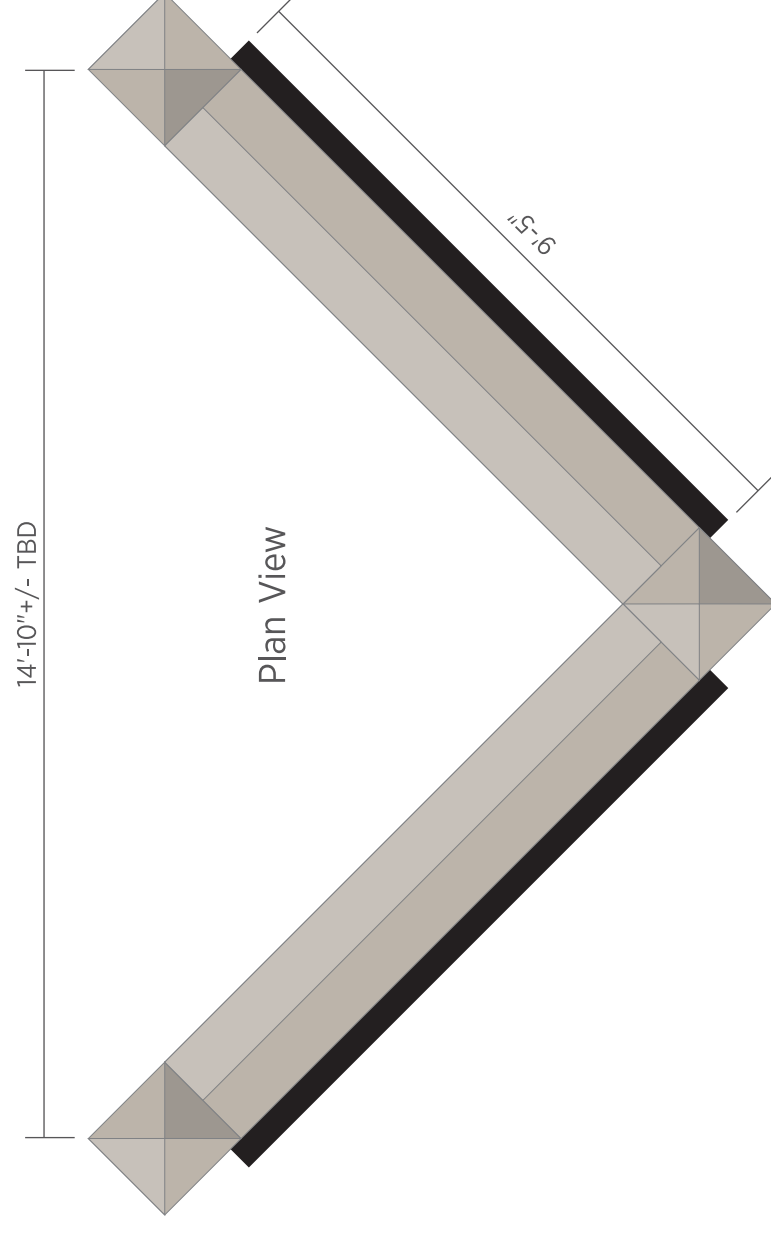
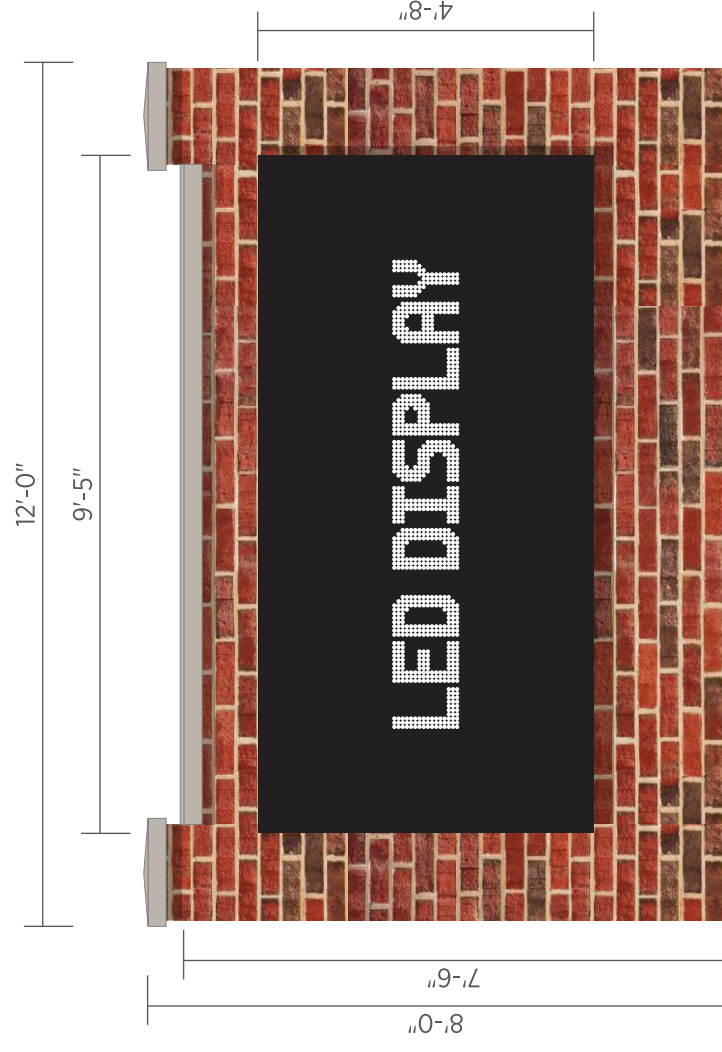
- Fabricated aluminum structure with durarock.
- Brick or stone (TBD) veneer attach to the durarock.
- (2) Daktronics GS6-80X175-15.85-RGB-SF full color LED displays.
- Mount displays to structure.
- Install sign with new concrete footings.
- VERIFY model, size, installation.

Photo Inlay



Layout

Scale: 3/8"=1'-0"



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Graphic presentation only. Please see your representative for actual color & material samples.

Various printers & monitors will interpret colors in different tones & shades.

Revisions:

Client Approval:
Includes Colors, Spelling, Artwork

Please Initial: | **Please Date:**

Drawing Number: 33764B

Date of Drawing: 1.17.22

Sales: JS | **Design:** BL | **Page No:** 1 of 1

Presentation For:

City of Harrisburg
2nd St. & Hwy 99E
Harrisburg, OR

89975 Prairie Rd.

Eugene, OR 97402

P | 541.485.5546

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Specifications

Manufacture & Install (1) V-shaped LED Display Freestanding Sign

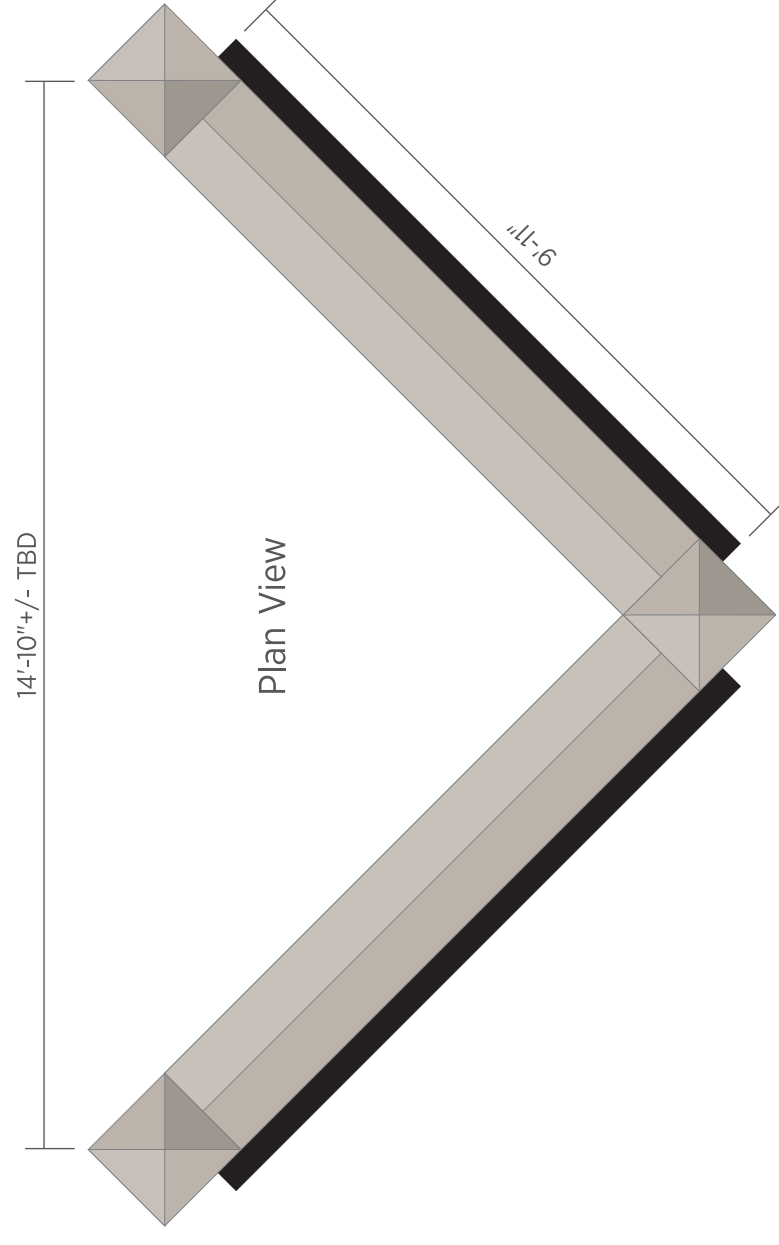
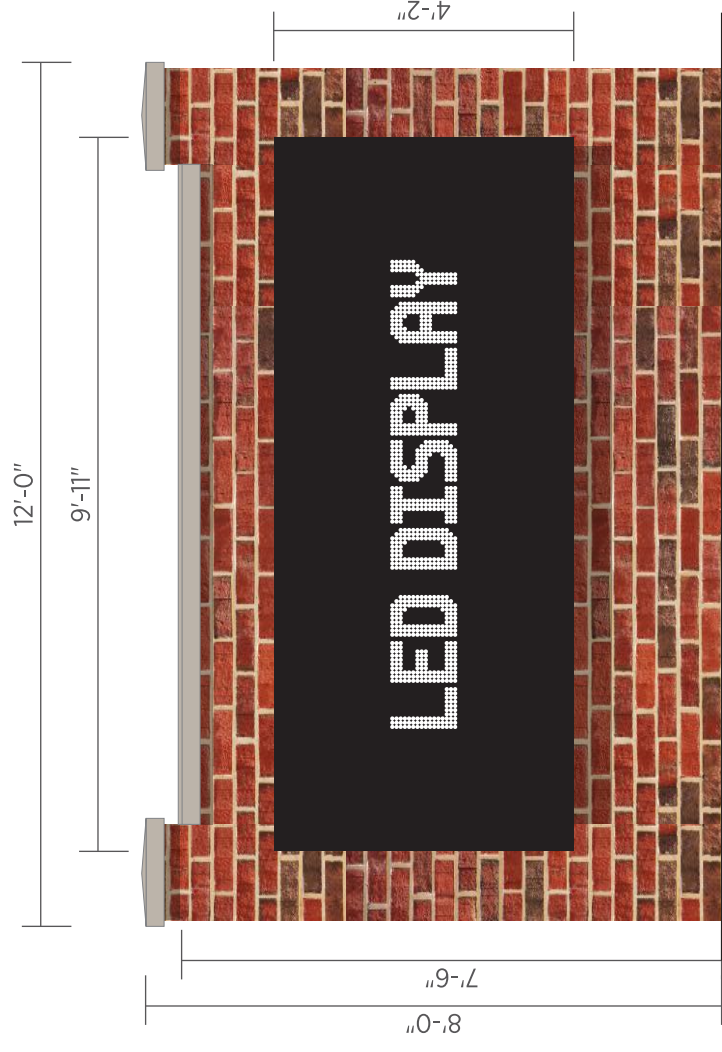
- Fabricated aluminum structure with durarock.
- Brick or stone (TBD) veneer attach to the durarock.
- (2) Daktronics GT6X-108X288-10-RGB-SF full color LED displays.
- Mount displays to structure.
- Install sign with new concrete footings.
- VERIFY model, size, installation.

Photo Inlay



Layout

Scale: 3/8"=1'-0"



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Graphic presentation only. Please see your representative for actual color & material samples.

Various printers & monitors will interpret colors in different tones & shades.

Revisions:

Client Approval:
Includes Colors, Spelling, Artwork

Please Initial: **Please Date:**

Drawing Number: 33764B1

Date of Drawing: 1.17.22

Sales: JS **Design:** BL **Page No:** 1 of 1

Presentation For:

City of Harrisburg
2nd St. & Hwy 99E
Harrisburg, OR

89975 Prairie Rd.

Eugene, OR 97402

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Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING THE ANNUAL EVALUATION, AMENDMENTS TO THE CITY ADMINISTRATOR JOB DESCRIPTION AND A PROPOSED BONUS FOR THE CITY ADMINISTRATOR

STAFF REPORT:

- Exhibit A: Pertinent Sections of the Personnel Committee
Agenda for February 23, 2023
- Exhibit B: Memo from City Administrator
- Exhibit C: City Administrator Employment Agreement with Code Ethics
- Exhibit D: Red-Lined City Administrator Job Description

ACTION: MOTION TO:

- 1. APPROVE THE ANNUAL EVALUATION FOR CITY ADMINISTRATOR MICHELE ELDRIDGE AT A SCORE OF 3.48 OUT OF 4 ; AND**
- 2. APPROVE THE ISSUANCE OF A \$3000 BONUS TO THE CITY ADMINISTRATOR, IF THE BUDGET ALLOWS**

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda March 8, 2022

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$3,000	Yes	General Funds

STAFF RECOMMENDATION:

Staff recommends that the City Council approve the recommendations made by the Personnel Committee.

BACKGROUND INFORMATION:

Evaluation: This is Michele’s Eldridge’s first year with the City as the City Administrator. City Staff, Michele Eldridge, and the Personnel Committee (**EXHIBIT A**) met on Wednesday, February 23, 2022 to review the evaluations received from Committee Members and City Staff. There was a total of 11 evaluations reviewed. The City did receive one more evaluation in the mail on Friday, February 25th. That evaluation was not counted. The Personnel Committee recommends that City Council approve the evaluation as a score of 3.48 out of a possible of 4.

Eldridge supplied the Personnel Committee with a Memorandum as seen in **Exhibit B**, listing all of her tasks and accomplishments during her first year. *Eldridge stated how much she appreciates the Personnel Committee and Council for giving her a chance and supporting her this last year. She is thrilled to have gotten this type of review.*

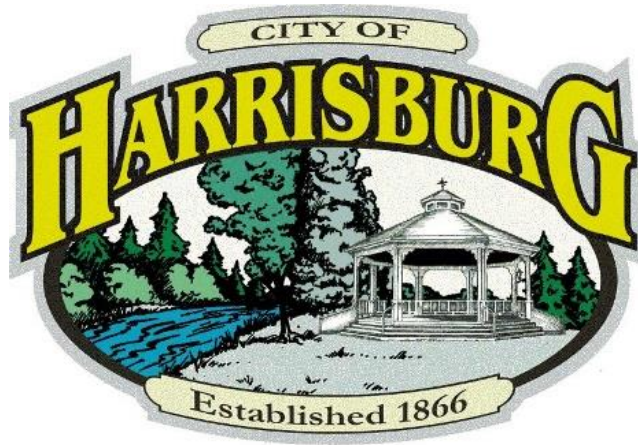
Employment Agreement: The City Administrator’s Employment Agreement (**EXHIBIT C**) is reviewed on an annual basis. Staff did not note any needed changes for this year.

Job Description: The only amendments to the City Administrator job description (**EXHIBIT D**) are updated job titles for City staff.

Compensation: The Personnel Committee reviews the compensation levels of the City Administrator as required in section 4 of the employment agreement. As per section 4; compensation shall be paid pursuant to payroll policies and practices applicable to other City employees. In addition, bonuses, pay increases, and fringe benefits can be considered by the Council at any time. Based on the Personnel Committees recommendation of 3% to 4.5% COLI increase this year, in relation to the current staff wage scale policy, the Personnel Committee motioned to recommend to the City Council a \$3,000 bonus for the City Administrator, which is about 3% of her current salary of \$95,000 if the budget allows. The City Administrator stated that she felt the COLI increases for City staff were more important than her own, and therefore wanted the bonus to apply, only if the budget allows.

REVIEW AND APPROVAL

 Lori Ross 02/28/22
Lori Ross Date
City Recorder



Personnel Committee Meeting Agenda
 February 23, 2022
 6:30 PM

Chairperson: Kimberly Downey
Committee Member: Mike Caughey
Committee Member: Robert Boese
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *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)*
4. *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.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
6. *If you wish to provide testimony, but are unable to attend, please contact the City Recorder to be part of a conference call during the meeting.*
7. *This facility is disinfected; masks must be worn inside.*
8. *For information regarding items of discussion on this agenda, please contact City Recorder/Municipal Court Clerk Lori Ross, at 541-995-6655*

CALL TO ORDER AND ROLL CALL

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

APPROVAL OF MINUTES

1. Motion to Approve the Minutes of May 4, 2021

2. **THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY ADMINISTRATOR**

STAFF REPORT:

Exhibit A: Blank City Administrator Job Evaluation

Exhibit B: City Administrator Employment Agreement

Exhibit C: Strategic Plan Priorities

Exhibit D: City Administrator Job Description

ACTION:

Motion to give the City Administrator a rating of _____ out of _____ and to forward the results of the annual evaluation to the City Council meeting scheduled for March 8, 2022.

Motion to recommend to the City Council that they approve the amendments to the City Administrator Job Description.

3. **THE MATTER OF CONSIDERING A COST-OF-LIVING SCALE FOR CITY EMPLOYEES OUTSIDE OF YEARS WHEN THERE IS NO WAGE ANALYSIS**

STAFF REPORT:

Exhibit A: Bureau of Labor Statistics News Release

Exhibit B: CPI-W

ACTION: TBD

ADJOURN

Agenda Bill
Harrisburg Personnel Committee
Harrisburg, Oregon

THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY ADMINISTRATOR

STAFF REPORT:

- Exhibit A: Blank City Administrator Job Evaluation
- Exhibit B: City Administrator Employment Agreement
- Exhibit C: Strategic Plan Priorities
- Exhibit D: City Administrator Job Description

ACTION:

1. Motion to give the City Administrator a rating of _____ out of _____ and to forward the results of the annual evaluation to the City Council meeting scheduled for March 8, 2022.
2. Motion to recommend to the City Council that they approve the amendments to the City Administrator Job Description.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – February 23, 2022

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

STAFF RECOMMENDATION:

Staff recommends the Personnel Committee review the evaluations of the City Administrator, and make a recommendation of their findings to the City Council, as well as the amendment to the City Administrator job description.

BACKGROUND INFORMATION:

General Notes:

Under Oregon Statutes, all employees, including the City Administrator, have the right to hear their evaluation at an executive session. The current City Administrator believes that her job evaluation should be public, as the citizens have the right to know how this staff member is performing their job.

Annual Evaluation for the City Administrator:

The Personnel Committee should open and review the evaluations (**Exhibit A**) that were mailed to the Personnel Committee Chairperson, or that were provided to staff. Results will be shared with the City Administrator at this meeting. The Personnel Committee will be making a

recommendation in regard to this evaluation at the City Council meeting being held on March 8, 2022.

City Administrator Employment Agreement and Job Description:

Section 8 of the CA Employment Agreement (**Exhibit B**) requires that it is reviewed on an annual basis. There are no specific changes being suggested to the agreement at this time. Section 8 also references the goals and objectives established for the Administrator for that year of the evaluation. As such, the Personnel Committee will find the priority pages from the Strategic Plan for 2020-25 (covering March 1, 2021 to June 30, 2021) as well as 2021-2026 (covering July 1, 2021 to the current month) in **Exhibit C**. If the Personnel Committee should wish to review the objectives from either plan, they are available on the City’s website, or members of the Personnel Committee can ask the City Recorder to bring those to the meeting.

The only amendment to the City Administrator job description (**Exhibit D**), updates the description with current job titles.

Salary:

The City Administrator has been in this position for one year as of March 1, 2022, during a very stressful year with the continuation of the pandemic, and the unprecedented changes over that year in relation to supply shortages, sharp increases in the costs of doing business, as well as increased regulatory requirements and subsequent inflation. Staff have also just started to prepare the budget for 2022-2023. The Personnel Committee will also be considering what kind of a cost-of-living increase should be applied to City staff wages over the next year when the cost of living has increased by a much higher level than has been seen in many years.

Section 4 of the employment agreement states that compensation shall be *paid pursuant to payroll policies and practices applicable to other City employees*. Regardless, Staff does not feel that any wage increase for the City Administrator should be considered at this time. Bonuses, pay increases, and fringe benefits may be considered by the City Council at any time; therefore, if warranted, these can be applied later in the year after the budget is determined.

REVIEW AND APPROVAL:

Michele Eldridge Date
City Administrator

City Administrator Evaluation

PURPOSE: To provide the City Administrator with information so that he/she can identify how to best serve and work with city officials, employees, and citizens.

INSTRUCTIONS: Review the following questions and indicate how well duties have been performed during the last year by rating the City Administrator’s performance by the scale below. Comments are very important and are encouraged. A rating of 1 requires a comment to best inform the City Administrator of exactly which actions require a higher performance level. You may assign a N/A if you have not observed the City Administrator in action for the questions asked.

<u>Rating</u>	<u>Description</u>
1	Unacceptable - Unsatisfactory performance
2	Conditional - Requires Improvement
3	Satisfactory - Meets expectations
4	Outstanding - Substantially exceeds Council’s expectations
N/A	Have not observed

Public Relations		
When working with the public is the City Administrator diplomatic and represent the City in a positive way?	Rating	Comments:
Does the City Administrator make meaningful effort to educate and assist citizens?	Rating	Comments:

Leadership		
Does the City Administrator inspire others to succeed?	Rating	Comments:
Does the City Administrator actively promote efficiency in operations?	Rating	Comments:
Does the City Administrator demonstrate a high regard for professional ethics?	Rating	Comments:

Decision Making		
Is the City Administrator objective in decision making?	Rating	Comments:
Does the City Administrator exhibit the ability to resolve problems under strained and unpleasant conditions?	Rating	Comments:
In making decisions, does the City Administrator use common sense, tact, and diplomacy? Does the City Administrator use logical and sound judgment when making decisions?	Rating	Comments:

Execution of Laws & Policies		
Does the City Administrator understand applicable laws and ordinances and cause them to be fairly enforced?	Rating	Comments:

Employee Relations-City Councilors & Planning Commission can answer this section if they have observed the City Administrator's interaction with employees		
In your interaction with the City Administrator, has he/she been courteous and respectful, and served as a positive example for employees?	Rating	Comments:
Does the City Administrator seek to assist you in your professional development and give you training opportunities?	Rating	Comments:

Setting and Achieving Goals		
Does the City Administrator work with Councilors and staff to identify future needs?	Rating	Comments:
Does the City Administrator take appropriate steps within fiscal limitations to achieve goals while also incorporating the use of the Strategic Plan?	Rating	Comments:

Economic Development		
Is the City Administrator responsive to local and prospective businesses in the City? Does he/she encourage business growth by promoting the city and improving our business community?	Rating	Comments:

Intergovernmental Relations		
Does the City Administrator cooperate cordially with neighboring communities and other government organizations that interact with the City of Harrisburg?	Rating	Comments:

City Official Relations		
Does the City Administrator work well with the City Council in making sure there is adequate information available prior to meetings?	Rating	Comments:
Is he/she willing to meet with council members to deal with individual problems and issues?	Rating	Comments:

Planning		
Does the City Administrator make recommendations to the Planning Commission and City Council where appropriate, on development related issues, zoning, and Comprehensive Plan matters?	Rating	Comments:
Does the City Administrator work with the public, developers, and decision makers in fairly applying city land use laws and regulations?	Rating	Comments:
Does the City Administrator effectively use the City's Comprehensive Plan, Master Plans, and long-range planning goals in fulfilling the mission of the City?	Rating	Comments:

Financial Management / Budget		
Does the City Administrator ensure the budget is prepared and executed in the manner approved by the city council?	Rating	Comments:
Does the City Administrator ensure the City's funds and monetary reserves are managed properly?	Rating	Comments:

Additional Comments:

Date: _____

In order for this evaluation to be more valuable, it's helpful to know if it was completed by: City Councilor , Planning Commissioner or Department Head Other Staff (By Group- PW, Office, Library) or by Individual Employee

Strategic Plan Priorities from 2021-2026 (Starting July 1, 2021)

Objective / Action #	Description
<p>#4 #4. A & 4. B</p>	<p>Achieve and Maintain Total City park land inventory at a minimum of 7 acres per 1,000 residents.</p>
<p>#5</p>	<p>Review and update the Transportation System Plan (TSP), and Transportation SDC's.</p>
<p>#6</p>	<p>Provide safe and accessible streets and sidewalks for the entire community, by seeking temporary and permanent funding opportunities.</p>
<p>#7</p>	<p>Make Regular and substantive improvements to City streets.</p>
<p>#10</p>	<p>Bring community awareness to crime issues in our city and work to create solutions to reduce and prevent crime.</p>
<p>#12</p>	<p>Provide second sanitary sewer crossing beneath the railroad tracks.</p>
<p>#13</p>	<p>Provide a Capital Improvement Plan and System Development Charges (SDC) program that encourages development.</p>

Strategic Plan Priorities for 2020-2025 (March 1, 2021 to June 30, 2021)

Objective / Action #	Description
<p>#4</p>	<p>Achieve and maintain total City park land inventory at a minimum of 7 acres per 1,000 residents.</p>
<p>#5</p>	<p>Obtain TGM Grant and update Transportation System Plan (TSP) and Transportation SDC's</p>
<p>#6</p>	<p>Provide safe and accessible streets and sidewalks for the entire community, by seeking temporary and permanent funding opportunities.</p>

#7	Make Regular and substantive improvements to City streets.
#9	Bring community awareness to crime issues in our city and work to create solutions to reduce and prevent crime.
#11	Provide second sanitary sewer crossing beneath the railroad tracks.
#13	Provide a Capital Improvement Plan and System Development Charges (SDC) program that encourages development.

EXHIBIT A



MEMORANDUM

FROM THE OFFICE OF THE CITY ADMINISTRATOR

TO: PERSONNEL COMMITTEE
FROM: MICHELE ELDRIDGE, CITY ADMINISTRATOR – HARRISBURG
SUBJECT: PERFORMANCE REVIEW
DATE: FEBRUARY 21, 2022

Thank you for taking the time to evaluate my work performance over the last 12 months. I appreciate the feedback and will continue to strive to continually improve my performance, and to be pro-active with the decisions that I make on behalf of the City of Harrisburg.

Amongst many other tasks, the City Administrator is responsible for carrying out the Strategic Plan Priorities that are defined by the City Council on an annual basis. In this last year, I have dealt with many different kinds of challenges; including dealing with the ongoing pandemic and coronavirus, regulatory requirements, staff shortages due to quarantines, and how the pandemic has affected the City as well as our citizens and businesses.

Advocate for City Businesses and for Home Rule: Within two months of becoming the City Administrator, the City Council tasked me with working with three of our councilors on the letter the City sent to Governor Brown which ultimately reminded her that Cities should be allowed Home Rule. It stated support and advocacy for our businesses. The letter from Harrisburg was grass roots advocacy at its best, as we shared it with citizens as well as businesses, and asked them to send in a letter as well. While there weren't as many businesses needing assistance this year, the 2nd ARPA (American Rescue Plan Act) emergency funds set up for businesses in 2021 had 3 applicants. Unfortunately, the ARPA wasn't enough for one applicant to keep her business afloat, but ironically, the business she went to work for was the other recipient of grant funds. The business closed was immediately sold to a new owner and re-opened the following week.

Grant Funding Achieved:

OPRD Grant: \$65,000 (\$40,000 and \$25,000 City Match) Rewriting the Parks Master Plan, Inventory and Classify current parks, obtain public feedback on the use of the parks, and a better plan on how to develop the 132-acre park, and Tadpole Park. In addition to the Parks Master Plan, this grant will allow the City to rework our Parks Capital Improvement Plan, and Parks SDC's. This fulfills Objective No. 4 and No. 13 on the Strategic Plan. (I wrote 2/3rds of the OPRD Grant, with John overseeing the project.)

TGM Grant: \$185,000 (\$162,8000 and \$22,200 City Match) Rewriting the Transportation System Plan, which is 22 years old. (The Addendum was only 18 years old.) This work will allow the City to continue to meet Objective No. 5, 6 and No. 7 on the Strategic Plan, allowing the City to rework the Street Capital Improvement Plan, as well as Street SDC's.

Total Grants achieved in my first year as City Administrator: \$255,000 (Includes CWEDD Grant)

Pending Grant: SRTS (Safe Routes to School) \$866,200 grant. Part one is due by March 18, and application is due in May/June 2022

Other Projects, including Business & Development:

CWEDD Grant: \$5,000. This grant was used to help fund the Taste of Tri-County and Business Expo event which will be held in May 2022. The City is acting as a fiduciary for this grant.

- Main Street Revitalization Grant: Successfully closed out to state specifications, \$200,000 plus \$50,000 HRA grant for the I.O.O.F. Building.
- \$50,000 HRA Grant for Heidi Kropf at Grocery Deals - New parking lot and \$150,000 private investment
- HRA Grant issued to I.O.O.F. Building for additional windows/door work.
- Working with the MVP as the City of Harrisburg representative. Now working in-depth on re-branding the ten cities as REAL (Rural Economic Alliance), along with other cities, and obtaining a new website. (Objective No. 15a)
- Established (with Council’s blessings) the Ad-hoc Law Enforcement committee. The City has talked about the possibilities of running our own police department for twenty or more years, but none of the prior City Administrators have actually done an in-depth review and analysis of the costs involved. I ran a full budget analysis and projection for a city police department. (This work is now being reviewed and used by other cities, unbeknownst to me!) I continue to work with current law enforcement agencies on strategies to reduce crime, as well as communicating more with citizens on law enforcement matters.
- Worked with 3 different Developers/Engineer groups on 3 different subdivisions and subsequent development agreements over this last year. Butterfly Garden Subdivision almost finalized.
- 11 Land Use Cases, including 2 historic reviews, 2 minor partitions, 2 site plans, 1 parking lot site plan, 2 variances, and 2 subdivisions. Worked with two consultants as needed.
- Gave the green light to the City Engineer & Public Works Director to complete the engineering needed for the S. 9th St. Extension, and worked with landowner to obtain a donation of 4,230 square feet of property that will enable S. 9th St. to be extended at the full width needed for completion to Sommerville Loop. This is the next street/property on the Capital Improvement Plan that is scheduled for completion. This extension will decrease congestion on Sommerville Loop due to 2 new subdivisions projected for completion. If Woodhill Crossing is completed, it will allow the extension of S. 9th St. from Diamond Hill Rd to Priceboro Rd. This significantly contributes towards Objectives No. 6, and 7 on the current (and past) Strategic Plan priorities.
- The 2nd St., Smith St. and Macy St. Improvement Project was completed. (Thank you Public Works Team!)
- Completed agreement & renewal with State OBCD/Accela State Permitting program. Data conversions and training of staff as we converted from Linn County to Junction City, including creating new databases, fees, and new applications. Several months of intensive work until Go Live with new system in August 2021. Establishing a work relationship with our new Building Official and closing out Linn County program. (Objective No. 14 & 20b)
- Completed Compensation/Wage analysis for 2021/2022 budget year. (Objective No. 23)
- Renegotiated AT&T Franchise Agreement and Qwest/Century Link/Lumen Franchise Agreement. In process of renewing Comcast and MCI/Verizon.

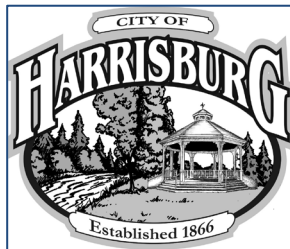
- BNRR Franchise Agreement/Meetings (Objective No. 8): Found city right-of-way ownership for all of 4th St. and established legal opinion/determination of such. One meeting completed, 2nd meeting pending.
- Zoning, Development & Land Partition Code Project (Objective 1.a.): Finalized review of all development code with our consultant. This included my own extensive rewrite of the overlay zones, including the new model code flood zone management ordinances, plus wetlands, historical resource and alterations, and Willamette Greenway ordinance rewrites. (Objective No. 17)

Water Project:

- Worked with Project Managers at Branch Engineering to complete Conditional Use Permit with Linn County for the north water plant, including Well No. 9, reservoir, and water filtration plant. (Objective No. 11)
- 6th Place & Diamond Hill Rd. Water Line Replacements completed. (Thank you, Public Works Director!)(Objective No. 11)

Sanitary Sewer:

- Sanitary Sewer Overflow Improvement Project: Partially completed project. (Thank you, Public Works Director!)(Objective No. 12)



CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

PARTIES:

City of Harrisburg, Oregon ("the City"), & Michele Eldridge ("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 will begin working for the City under this capacity is March 1, 2021.

4. SALARY.

- 4.1** The City agrees to pay the Administrator for her services rendered an annual sum of \$95,000.
- 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 15 miles or 20 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. As the Administrator is currently a senior employee with the City of Harrisburg, she will be entitled to keep her leave banks and seniority with the City, based upon the original employment date of November 30, 2001.

7.2 The City agrees to pay the Administrator \$25 per month, paid quarterly, for use of her personal cell phone in the discharge of her 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, ICMA, and OEDA.

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 15th day of March of each year, with the Administrator to discuss Administrator-Council relationships, to assess the Administrator’s job performance and to review her 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 her duties under this agreement, then the City agrees to pay the Administrator a lump sum payment equal to four (4) months of her aggregate salary and benefits.

9.2 In the event the Administrator is terminated because she willfully and repeatedly fails or refuses to adequately meet the requirements of her 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 her, or because she commits any felony or other acts of willful misconduct connected with 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 her 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 her 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 her 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 23rd day of February 2021.

City of Harrisburg by Robert Duncan, Mayor

Michele Eldridge

Attachments: ICMA Code of Ethics

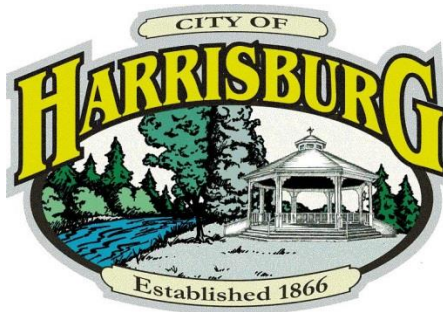
ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant
3. Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.
4. Recognize that the chief function of local government at all times is to serve the best interests of all people.
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in June 2017.





City Administrator Position Description

Reports to: City Council

Job Summary: The City Administrator is responsible for the effective and efficient delivery of all municipal services. Work is performed under the policy guidance of the City Council who holds the employee accountable for achieving Council goals and directives.

This position is salaried and exempt from overtime wages.

Supervisory Responsibility: The incumbent supervises the ~~Asst. City Administrator/City Recorder/Municipal Court Clerk~~, Finance Officer/Deputy City Recorder, Public Works Director, and ~~Court Clerk / Supervisor-Utility Billing Supervisor/Building Permit Clerk~~.

Essential Duties/Functions and Responsibilities

1. Respond with patience and diplomacy to customer questions, concerns, complaints and requests regarding city matters over the telephone, in person, and by electronic communication.-
2. Keeps the Council informed of city matters. Willingly accepts direction from the Council and advice from subordinates.
3. Coordinates the activity, planning, and financial performance of all city departments.
4. Advises the City Council at all times of the affairs and needs of the city.
5. Assures compliance with the City Employee Manual, and recommends changes to the Personnel Committee.
6. Confers with department heads and others on varied operating and administrative problems.
7. Reviews departmental plans, programs, and procedures.
8. Suggests innovations and methods to improve the standard of services rendered.
9. Formulates and proposes ordinance changes and policy alternatives to the City Council.
10. Recommends citywide goals and objectives to the City Council annually in the 5-year strategic plan.
11. Attends and participates in public meetings, as required.
12. Reviews and approves personnel evaluations.
13. Responsible for all hiring and disciplinary procedures.
14. Provides training opportunities for city staff and city officials.
15. Searches for and applies for appropriate grants and administers awarded grants.
16. Advises Council members in deliberations on policy and ordinance issues.
17. Responsible for enforcing code violations and verifying that City departments are following Council policy.
18. Encourages and develops city-wide economic development projects. This includes business retention, recruitment and expansion with citizens and businesses, including commercial and industrial development in the Harrisburg Urban Renewal Agency boundaries. Actively markets the

City of Harrisburg to developers and as part of regional and state economic development projects.

- 19. Represents the city in hearings with other governmental entities.
- 20. Counsels the Finance Officer in presenting the budget proposals to the Budget Committee and the City Council.
- 21. Responsible for renewing and negotiating franchise agreements and IGA's with other governmental bodies and agencies.
- 22. Provides information to and answers questions of media representatives.
- 23. Manages Harrisburg Redevelopment Agency, Harrisburg Enterprise Zone, and the Planning and Building permit programs (see detail below).
- 24. Performs other duties as assigned.

Non-essential Duties:

- 1. May attend off-site trainings and conferences.
- 2. May serve as a member of the Safety Committee and other employee committees.

Other Significant Duties:

City Planner:

Makes recommendations to the Planning Commission and the City Council, where appropriate, on development related issues, zoning, and Comprehensive Plan matters. Provides staff support to the Planning Commission. Reviews land use application for compliance with code provisions and prepares staff reports for the Planning Commission and City Council. Works with, and advises the Contract Planner employed by the City when needed. Advises citizens on city ordinance requirements. Prepares and reviews improvement agreements between the city and developers. Advises the Planning Commission and the City Council on long range planning considerations and changes to land use ordinances. Performs field inspections of land use sites, as needed. Responsible for supervising the ~~Assistant City Administrator~~ Building Permit Clerk in and the performance of the building permits department in relation to meeting City code provisions and land use approvals and works effectively with the planning and building department the City contracts with.

Harrisburg Redevelopment Agency Director:

Oversees appropriate commercial and industrial development. Prepares agendas and provides guidance to the Agency. Works with property owners and industrial properties within the Urban Renewal District, along with state and county officials, to provide the most meaningful economic development possible.

Harrisburg Enterprise Zone Manager:

Advises the City Council on the goals and the use of the program. Provides review and approval of Authorization Applications. Works with authorized companies to ensure timely claim filing and assisting with other needs. Keeps current and prospective industries informed of the purposes of the program. Prepares reports associated with the program.

Education, Qualifications and Experience:

To perform this job successfully, an individual must be able to perform each of the essential and other significant duties satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability demanded by this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and Experience: Master’s degree in public administration, business administration, or planning, and five years progressively responsible administrative experience, preferably in municipal government; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

Knowledge of municipal government organizations, public financing and budgeting, personnel management, labor law, and land use planning. Abilities to appraise the quality of varied municipal services through inspection and review of work reports and effectively initiate improvements in management methods. Experience interpreting and applying laws, rules, and regulations. Ability to recognize and analyze situations, problems, and financial statements. Ability to direct supervise, and evaluate the work of others, and establish and maintain cooperative and harmonious working relationships with city officials, department heads, employees, business and government organizations, and the general public.

Language Skills: Ability to read, analyze, and interpret reports, legal documents and government records. Ability to respond to frequent inquiries and complaints from the public, regulatory agencies, supervisor, subordinates, members of the business community, etc. Ability to effectively present information to supervisor, public, and elected and appointed government bodies.

Reasoning Ability: Ability to identify and solve complex problems and deal with a variety of variables in situations where only a limited standardization exists. Ability to interpret information and instructions furnished in written, verbal, diagram, or schedule form.

Computer Skills: Ability to operate a computer. Expert in using word processing, spreadsheets, and government software. Ability to use email communication, geographic information systems, and other online applications and software.

Work Relationships: Ability to effectively delegate assignments, prioritize work, and communicate with subordinates. The employee will have frequent contact with the public both inside and outside the office environment. The employee will have frequent contact with elected and appointed government officials, and the business community. Ability to motivate employees and maintain a positive workplace. The employee is part of a team, and will contribute accordingly.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, and hear. The employee will use hands to handle objects, tools, or controls. The employee is occasionally required to balance, stoop, kneel, crouch or crawl.

The employee will regularly lift and/or move objects or materials up to 10 pounds, and occasionally to lift and/or move objects up to 50 pounds. Specific vision requirements to perform this job include both far away and close up vision, color vision, peripheral vision and depth perception. The employee may be required to operate a computer up to six hours or more a day.

Working Conditions: Work is performed both in a climate controlled office environment and outdoors. Employee will be required to drive a city vehicle.

Attendance Requirements: Work is during the daytime, with frequent evening and weekend work required. Employee is expected to be at work during the operating hours of city hall.

Approved by the City Administrator ~~09.21.20~~

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF THE MAYOR APPOINTING A BUDGET COMMITTEE MEMBER TO A TERM ENDING DECEMBER 31, 2023

STAFF REPORT:

Exhibit A: Application for William Percell

MAYOR ACTION: I APPOINT WILLIAM PERCELL TO SERVE ON THE BUDGET COMMITTEE FOR A TERM SET TO EXPIRE ON DECEMBER 31, 2023

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda- March 8, 2022

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

STAFF RECOMMENDATION:

Staff recommends the Mayor appoint William Percell to serve on the Budget Committee for terms ending on December 31, 2023

BACKGROUND INFORMATION:

The City has had a Budget Committee position open since Connie Barnes resigned in 2020. Since that time, the only application we have received is from Harrisburg resident William Percell. He states on his application that he loves this community and wants to become more involved. Staff is pleased to have him apply and believes he will be a great addition to the Budget Committee. The Mayor appoints members to the Budget Committee and each term is three years.

REVIEW AND APPROVAL:

Lori Ross 02/28/2022

 Lori Ross Date
 City Recorder



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

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

Name:

Address:

Phone Number:

Email:

Are you a Harrisburg resident? Yes No

Employment:

In which position are you interested?*

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

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

Harrisburg is an Equal Opportunity Provider

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

Name: [Redacted]
Address: 18 [Redacted] 561
Phone Number: [Redacted]
Relation to you: Former Pastor

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

[Handwritten Signature]

*Please be aware that candidates for Planning Commission are subject to State Ethic Law Requirements. For further information on ethics laws and what the requirements are, please ask for Lori Ross, City Recorder.

**Please submit completed applications to PO Box 378, Harrisburg, Oregon 97446 or in person at 354 Smith St or by emailing to lross@ci.harrisburg.or.us.

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPOINTING JOE NEELY TO THE PLANNING COMMISSION FOR A TERM ENDING DECEMBER 31, 2023

STAFF REPORT:

Exhibit A: Application for Joe Neely

ACTION: MOTION TO APPOINT JOE NEELY TO THE PLANNING COMMISSION FOR A TERM ENDING DECEMBER 31, 2023

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda- March 8, 2022

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

STAFF RECOMMENDATION:

Staff recommends the City Council appoint Joe Neely to the Planning Commission.

BACKGROUND INFORMATION:

The Planning Commission has had a vacancy since long time Commissioner Roger Bristol resigned in January of 2022. Since that time, the City has received one application from resident Joe Neely. Joe has experience with contributing to the process of city planning and has been involved in land use and city codes. Staff believes he will be a great addition to our Planning Commission. The Planning Commission is a four-year term.

REVIEW AND APPROVAL:

02/28/2022
Date

Lori Ross
City Recorder



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

BOARD & COMMITTEE APPLICATION FORM

Planning Commission, Budget Committee, and Library Board

Name:

Address:

Phone Number:

Email:

Are you a Harrisburg resident? Yes No

Employment:

In which position are you interested?*

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

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

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

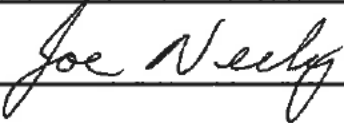
Name: [REDACTED] - LEAD OPERATIONS PASTOR

Address: [REDACTED] URGENT, OR

Phone Number: [REDACTED]

Relation to you: 2ND LEVEL MANAGER

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



*Please be aware that candidates for Planning Commission are subject to State Ethic Law Requirements. For further information on ethics laws and what the requirements are, please ask for Michele Eldridge, City Recorder/Assistant City Administrator.

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

- Exhibit A: Harrisburg City Council Minutes December 14, 2021
- Exhibit B: Payment Approval Report for February 2022
- Exhibit C: Planning Commission Minutes for January 18 & February 15, 2022
- Exhibit D: Library Board Minutes for January 19, 2022
- Exhibit E: Meals on Wheels Request
- Exhibit F: Municipal Court Collections Report February 2022
- Exhibit G: Municipal Court Citation Report February 2022

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

- 1. Harrisburg City Council Minutes for December 14, 2021**
- 2. The Payment Approval Report for February 2022**

THIS AGENDA BILL IS DESTINED FOR: Consent Agenda –March 8, 2022

STAFF RECOMMENDATION:

Staff recommends the City Council approve the consent list.

Building Permits:

February 2022:	Submitted: 7
	Issued: 6
New Homes:	1

Valuation: \$220,000

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.

2022 YTD Valuation: \$220,000

Business Licenses Issued:

- Talanton Designs Co. located at 195 S 3rd St. Owner is Keith Birky

Harrisburg Municipal Court:

- Collection Report for the month of February is \$5866.00 **(EXHIBIT F)**.
- There were 32 traffic citations issued for the month of February for a total of 34 offenses **(EXHIBIT G)**. There were 3 criminal citations issued including Driving While Suspended Misdemeanor, Criminal Mischief II and Criminal Trespass II. These defendants will appear in court March 9, 2022.

Miscellaneous Information:

- The City received a memorandum **(EXHIBIT E)** from Alicia Lucke, Community Services Program Manager for OCWCOG, on February 24, 2022. The City annually donates \$400 to the Meals on Wheels program. This year the City received this nice memo informing us of where the funding goes. Meals on Wheels provides hot, nutritious meals delivered to residents in our community. According to the memo, in 2021 MOW served approximately 3,157 meals to the doors of 28 home bound residents in our area. What a great cause!

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

Harrisburg and HRA Budget Committee Chairperson: Raande Loshbaugh
The Harrisburg and HRA Budget Committee did not meet in the month of February.
Next Scheduled Meeting: TBD

Library Board: Pro-Tem Chairperson: Desri Hansen
The Library Board met January 19, 2022 and those minutes are attached.
Next Scheduled Meeting: March 10, 2022

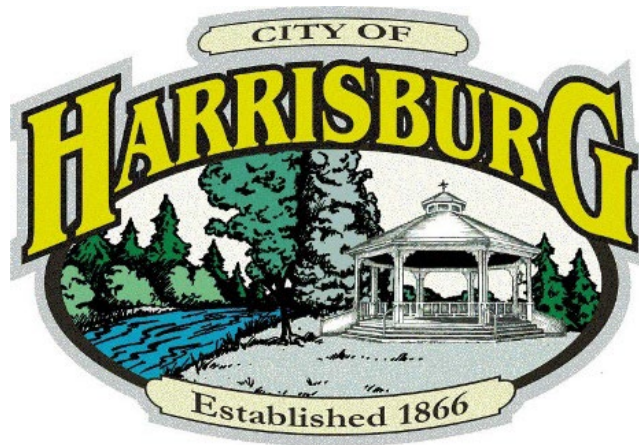
Personnel Committee: Chairperson; Kimberly Downey
The Personnel Committee met on February 23, 2022 and those minutes are not yet available.
Next Scheduled Meeting: TBD

Planning Commission: Chairperson; Todd Culver
The Planning Commission met February 15, 2022 and those minutes are attached.
Next Scheduled Meeting: March 15, 2022

REVIEW AND APPROVAL:

Lori Ross 03/01/2022

Lori Ross Date
City Recorder



Harrisburg City Council Business Meeting Minutes
December 14, 2021

Chairperson: Robert Duncan
Vice Chairperson: Mike Caughey
Members Present: Kimberly Downey, Adam Keaton, and Randy Klemm
Members Absent: Robert Boese and Charlotte Thomas
Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz, Finance Officer Cathy Nelson and City Recorder Lori Ross
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL BY CHAIRPERSON ROBERT DUNCAN at the hour of 6:32pm

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

THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO IF ONE IS AVAILABLE

STAFF REPORT: Captain Miller presented the stats for November 2021. Some of the highlights included a local bar break-in where an arrest was made. There has been an increase in stolen vehicles in Linn County, and she gave a friendly reminder for residents to lock cars when warming up and to not leave valuables in vehicles. Currently LCSO has several changes going on, starting with the new Sheriff and Undersheriff in January.

- Captain Miller informed Council that LCSO partnered with the Salvation Army's Christmas Tree Program. They held a gift basket silent auction and raised \$3,000 plus an anonymous donation for a total of \$8,000.
- Downey asked if there was restitution available for victims regarding the "porch bandits"? Captain Miller replied that if the resident files a report, and they prosecute, the victims can advocate for restitution, and it's usually requested by the court.
- Downey asked if camera's assist LCSO with finding offenders. Captain Miller responded yes, and if they don't recognize the person, they spread the word to City Hall, nearby cities, correction officers and other deputies.

December 14, 2021

THE MATTER OF APPROVING ORDINANCE NO. 980, “AN ORDINANCE RENEWING THE FRANCHISE AGREEMENT BETWEEN THE CITY OF HARRISBURG AND QWEST CORPORATION DBA CENTURYLINK QC, FOR THE PLACEMENT OF COMMUNICATION FACILITIES WITHIN THE CITY OF HARRISBURG, REPEALING ORDINANCE NO. 883, AND ESTABLISHING AN EFFECTIVE DATE.”

STAFF REPORT: Eldridge stated this ordinance was turned over to the City Attorney who added substance to the agreement. They upgraded the insurance requirements and negotiated specified certain actions in relation to the termination or abandonment of the franchise. Eldridge presented an updated ordinance (**Addendum 1**) to Council and noted some format changes as well including the Mayor’s signature, instead of the City Administrator.

- Keaton asked about Qwest changing the word “shall to may” in the co-location section.
- Eldridge stated that when she spoke with the City Attorney, they felt it would still be applicable.
- Keaton felt, based on their comments, that Qwest is saying they don’t have the authority to enforce a “shall”.
- Scholz commented that Qwest they subcontract out and have no say. The City can’t place that stipulation on their subcontractor.
- Mayor Duncan asked if we are able to remove the “may” and add “shall”? Eldridge replied that we could add the comment that we don’t agree with the revision and request “shall, but they could come back to us then with another comment.
- Keaton asked if it would be helpful and Scholz replied, no because the City isn’t going to have the legality to go after their subcontractors. Scholz replied that we tell the utilities when they can work in our right of way, they don’t tell us. The fill out and submit a right of way permit which is then approved. If the City is opening up a section, we inform the utility, that if they are going to be performing work in that area, within a five-year period, that they need to perform the work now. If the utility is working in the ROW, the City has the authority to co-locate if needed.
- Klemm would just like the opportunity presented to work in the section should it arise.
- Scholz added that depending on the company, most are going to bore. If a dry utility was to cut on 4th St, the City would take an opportunity to drop a water line and cap for the future and that lines says he can do that. He felt that that section is a possibility, but not probable.
- Keaton stated that he felt it made more sense now.
 - **Klemm motioned to approve Ordinance No. 980, “An Ordinance Renewing the Franchise Agreement between the City of Harrisburg and Qwest Corporation DBA CenturyLink QC, for the placement of Communication Facilities within the City of Harrisburg, repealing Ordinance No. 883, and establishing and effective date as amended and was seconded by Keaton. The City Council then voted unanimously to approve Ordinance No. 980, “An Ordinance Renewing the Franchise Agreement between the City of Harrisburg and Qwest Corporation DBA CenturyLink QC.**

THE MATTER OF REPLACING THE READER BOARD

STAFF REPORT: Eldridge spoke with Cobalt about purchasing a new reader board that would be more useful to the City. One company was found in Florida, and they provided the City with a quote, close to \$10,000 that didn’t include installation or shipping. Steve Church found an American company named Daktronics. A presentative provided the City with quotes as shown on pages 61-63. The current location for the reader board, is behind the guard rail in the ODOT right of way. If the City replaces the board in the same location, it would need to be moved backwards,

December 14, 2021

so we don't need approval with ODOT. Scholz suggested of placing the reader board in front of the water tank. **Addendum 2** shows pictures of two different size reader boards and available resolutions. Eldridge asked Council if they prefer the previous location or would like to relocate it.

- Downey didn't know if she liked the idea about seeing the sign just as you're leaving town.
- Caughey stated that viewing time has always been an issue.
- Scholz didn't know if there was a location that would offer more time and mentioned placing a double sign on an easement located on the Church's property.
- Downey thought if we offered some incentive, like mowing the field, maybe they would be willing.
- Eldridge informed Council that the double-sided board will be more expensive. She did speak with EAS Signs, and they can give us a cheaper price for demolishing the current sign. She will check on getting a quote for a double-sided board and bring it back at a future meeting. She informed Council that the insurance will reimburse, around \$17,000 as well as the restitution from the defendant. If we are looking at a higher cost, there are funds available in ARPA Funds. We could also use Community and Economic Development Funds. She asked Council if they would like her to look into monument type signs. She will reach out to the Church before the next meeting.
- Klemm asked if the driver's insurance has accepted responsibility for the claim. Ross commented that CIS has contacted the company and we are just waiting to submit quotes.
- Caughey asked about having power installed. Eldridge thought that wouldn't be a problem. Scholz replied that we could look at the panel for the Church and see if we could add a breaker and then run power out to the sign.

THE MATTER OF APPROVING THE 1ST QUARTER 2021/2022 EXPENSE REPORT

STAFF REPORT: Nelson commented that the General Fund, Resources/Revenues, show taxes are 78% and City is at 92% due to the majority of taxes coming in November and December. License and permits are over 100% and the interfund transfer will happen the last day of the fiscal year. The investment revenue keeps dropping the percentages and we have no control.

- Klemm asked about the personnel expenditures being at 26% and Nelson replied that it's due to salary staff receiving their administrative bonus on November 1st.
 - **Klemm motioned to approve the 1st Quarter 2021/2022 Expense Report and was seconded by Downey. City Council voted unanimously to approve the 1st Quarter 2021/2022 Expense Report.**

THE MATTER OF APPOINTING SUSAN JACKSON AND KENT WULLENWABER TO THE PLANNING COMMISSION FOR A TERM ENDING DECEMBER 31, 2025

- **Klemm motioned to appoint Susan Jackson and Kent Wullenwaber to the Planning Commission for a term ending December 31, 2025 and was seconded by Downey. City Council then voted unanimously to appoint Susan Jackson and Kent Wullenwaber to the Planning Commission.**

THE MATTER OF THE MAYOR APPOINTING BUDGET COMMITTEE MEMBERS TO A TERM ENDING DECEMBER 31, 2024

- **Mayor Duncan appointed Amanda Green and Raande Loshbaugh to serve on the Budget Committee for three-year terms set to expire on December 31, 2024.**

December 14, 2021

THE MATTER OF APPROVING THE CONSENT LIST

- Downey motioned to approve the Consent List and was seconded by Klemm. City Council then voted unanimously to approve the Consent List. The motion to approve the Consent List approved the following:
 - Harrisburg City Council Minutes for September 14, 2021
 - The Payment Approval Report for November 2021

CITY ADMINISTRATORS VERBAL REPORT

- **TAX REVENUES:** No discussion was given as it was already addressed this evening.
- **LAW ENFORCEMENT:** Eldridge addressed the Law Enforcement Survey (**Addendum 3**) and asked Council if they wanted to change or add anything.
 - Mayor Duncan would like to inform the Citizens how much money overall, the City is paying for law enforcement.
 - Klemm would like to ask if residents would like to have our own police force with an additional cost to citizens.
 - Caughey would like to ask if citizens, themselves, are willing to pay for additional coverage?
 - Keaton stated this might be useful to get reactions and suggested having a presentation with questions and answers after.
 - Scholz feels it's overly complicated and suggested straight forward questions. Keaton agreed.
 - Downey stated the purpose of this survey is to find out what the citizens want. She thinks #3 should be omitted and suggested changing the wording of #1.
 - Keaton suggested mentioning the next Ad-Hoc Meeting and to invite concerned residents to appear.
 - Eldridge added that she would simplify #2 and that the suggested changes will be available on the City website and will go out in this month's utility bill.
- **STRATEGIC PLAN:** To be reviewed by Council in January.
- **OTHER ITEMS:**
 - Mayor Duncan asked Councilors, who were not present for the Ad-Hoc Committee Meetings to look at the agenda packets, and to review the charts provided regarding the cost associated with law enforcement.

ADJOURN at the hour of 7:49pm. The HRA Board Meeting to follow immediately.

 Mayor

 City Recorder

Report Criteria:

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1206						
1206	Analytical Lab & Consultants	144955	Water Testing	01/14/2022	229.00	51-65-4200
1206	Analytical Lab & Consultants	145052	Water Testing	01/18/2022	103.00	52-65-4200
1206	Analytical Lab & Consultants	145086	Water Testing	01/19/2022	287.00	52-65-4200
1206	Analytical Lab & Consultants	145227	Water Testing	01/26/2022	312.00	52-65-4200
Total 1206:					931.00	
2225						
2225	B & I Hardware & Rental	517160	P/W Misc Supplies.	02/03/2022	23.98	10-72-4000
2225	B & I Hardware & Rental	517243	P/W Misc Supplies.	02/03/2022	12.00	10-72-4000
Total 2225:					35.98	
3200						
3200	Barnes & Noble, Inc.	4221415	Books	02/02/2022	769.19	24-60-2000
Total 3200:					769.19	
1212						
1212	Bob Dickman Tire Center	74000591114	Repair Service	01/06/2022	80.44	11-44-6000
1212	Bob Dickman Tire Center	74000591761	Repair Service	01/11/2022	195.92	52-73-2100
1212	Bob Dickman Tire Center	74000591761	Repair Service	01/11/2022	195.92	51-73-2100
1212	Bob Dickman Tire Center	74000593539	Repair Service	01/24/2022	107.49	51-73-2100
1212	Bob Dickman Tire Center	74000593539	Repair Service	01/24/2022	107.49	52-73-2100
Total 1212:					687.26	
3693						
3693	Branch Engineering Inc	00017222	Engineering Services	01/26/2022	10,800.00	11-60-7975
3693	Branch Engineering Inc	00017223	Engineering Services	01/26/2022	18,282.06	51-78-8015
3693	Branch Engineering Inc	00017224	Engineering Services	01/26/2022	2,450.00	11-42-2100
Total 3693:					31,532.06	
3697						
3697	Brewer and Coulombe, PC	502645	Attorney Fees	01/14/2022	225.00	10-42-2500
3697	Brewer and Coulombe, PC	502646	Attorney Fees	01/14/2022	475.00	10-42-2700
Total 3697:					700.00	
3788						
3788	Cameron McCarthy Landscape	2022.01	OPRD Grant	12/31/2021	6,125.00	61-70-7500
Total 3788:					6,125.00	
1392						
1392	Carquest of Junction City	ID-682851	P/W Vehicle Maintenance	01/06/2022	42.40	10-72-4000
Total 1392:					42.40	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
2549						
2549	Cascade Columbia Distribution	827065	Misc. P/W Expense	01/14/2022	2,555.80	52-65-4000
2549	Cascade Columbia Distribution	828766	Misc. P/W Expense	02/02/2022	2,555.80	52-65-4000
Total 2549:					5,111.60	
3407						
3407	Cascade Health Solutions	5851	CDL Consortium Requirements	02/03/2022	264.00	11-44-6100
3407	Cascade Health Solutions	6801	CDL Consortium Requirements	01/27/2022	250.00	11-44-5000
3407	Cascade Health Solutions	7771	CDL Consortium Requirements	02/08/2022	31.00	11-44-6100
Total 3407:					545.00	
3773						
3773	CenturyLink	280754896	Phone Bill	02/04/2022	.17	10-69-3500
3773	CenturyLink	JAN 2022	Phone Bill	01/26/2022	41.77	52-65-3500
3773	CenturyLink	JAN 2022	Phone Bill	01/26/2022	44.42	52-65-3500
3773	CenturyLink	JAN 2022	Phone Bill	01/26/2022	42.87	51-65-3500
3773	CenturyLink	JAN 2022	Phone Bill	01/26/2022	40.52	51-65-3500
3773	CenturyLink	JAN 2022	Phone Bill	01/26/2022	44.42	52-65-3500
3773	CenturyLink	JAN 2022	Phone Bill	01/26/2022	40.22	52-65-3500
3773	CenturyLink	JAN 2022	Phone Bill	01/26/2022	44.42	52-65-3500
3773	CenturyLink	JAN 2022	Phone Bill	01/26/2022	40.52	10-69-3500
3773	CenturyLink	JAN 2022	Phone Bill	01/26/2022	41.77	52-65-3500
Total 3773:					381.10	
2939						
2939	Cobalt Computer Services, Inc.	22281	Computer Service	01/31/2022	28.75	24-60-2300
2939	Cobalt Computer Services, Inc.	22281	Computer Service	01/31/2022	1,121.25	40-65-8015
2939	Cobalt Computer Services, Inc.	22281	Computer Service	01/31/2022	14.38	51-65-3000
2939	Cobalt Computer Services, Inc.	22281	Computer Service	01/31/2022	14.37	52-65-3000
2939	Cobalt Computer Services, Inc.	22363	Computer Service	01/31/2022	231.00	40-65-8015
Total 2939:					1,409.75	
2720						
2720	Comcast	FEB 2022	Internet Service	02/02/2022	309.67	10-60-2000
2720	Comcast	FEB 2022 LIB	Internet Service	01/23/2022	146.85	24-60-2525
2720	Comcast	FEB 2022 P/W	Internet Service	02/01/2022	74.92	51-65-3550
2720	Comcast	FEB 2022 P/W	Internet Service	02/01/2022	74.93	52-65-3550
Total 2720:					606.37	
1210						
1210	Conser Quarry Company	83661	Gravel	01/14/2022	385.88	52-65-2400
Total 1210:					385.88	
3913						
3913	DataBar Inc	254058	W/S Utility Statements	12/31/2021	77.50	51-74-2200
3913	DataBar Inc	254058	W/S Utility Statements	12/31/2021	77.50	52-74-2200
3913	DataBar Inc	254273	W/S Utility Statements	01/20/2022	347.34	51-74-2200
3913	DataBar Inc	254273	W/S Utility Statements	01/20/2022	347.34	52-74-2200
3913	DataBar Inc	254544	W/S Utility Statements	02/02/2022	85.00	51-74-2200
3913	DataBar Inc	254544	W/S Utility Statements	02/02/2022	85.00	52-74-2200
3913	DataBar Inc	254641	W/S Utility Statements	02/11/2022	331.67	51-74-2200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3913	DataBar Inc	254641	W/S Utility Statements	02/11/2022	331.66	52-74-2200
Total 3913:					1,683.01	
3966						
3966	DCBS Fiscal Services	JANUARY 202	State Surcharge - Building/Electric	01/31/2022	133.82	27-70-1050
3966	DCBS Fiscal Services	JANUARY 202	State Surcharge - Building/Electric	01/31/2022	30.09	26-70-1050
Total 3966:					163.91	
2594						
2594	Dept of Consumer & Business	90072220601	Permit	02/01/2022	89.60	10-72-4000
Total 2594:					89.60	
1946						
1946	Ferguson Waterworks	1062200	P/W Misc. Expense	01/05/2022	142.65	11-44-6100
1946	Ferguson Waterworks	1062203	P/W Misc. Expense	01/05/2022	100.80	11-44-6100
1946	Ferguson Waterworks	1062204	P/W Misc. Expense	01/06/2022	100.80	11-44-6100
Total 1946:					344.25	
1218						
1218	Grainger	918680676	Misc. P/W Supplies	01/21/2022	268.62	11-44-6100
Total 1218:					268.62	
2271						
2271	Home Comfort Heating & A/C	22057012	City Hall Heat System	02/02/2022	199.86	10-72-4000
Total 2271:					199.86	
1220						
1220	Hurd's Custom Machinery, Inc.	32775	Public Works Supplies	01/07/2022	147.47	52-65-4600
1220	Hurd's Custom Machinery, Inc.	32892	Public Works Supplies	01/24/2022	71.85	10-72-4000
Total 1220:					219.32	
3968						
3968	Junction City	JANUARY 202	Building/Electrical Permit Fees	01/31/2022	838.52	27-70-1000
3968	Junction City	JANUARY 202	Building/Electrical Permit Fees	01/31/2022	163.00	26-70-1000
Total 3968:					1,001.52	
3683						
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	9.80	10-60-2400
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	194.53	10-63-2100
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	13.49	24-60-2000
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	17.99	24-60-2000
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	33.00	10-53-2200
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	75.00	10-53-2000
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	2.18	10-60-2300
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	75.00	10-63-2100
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	462.09	51-76-2300
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	462.09	52-76-2300
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	420.00	11-43-2100
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	50.00	10-72-6700

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	4.29	51-65-4600
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	4.28	52-65-4600
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	28.43	11-45-2100
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	33.17	51-73-2100
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	33.18	52-73-2100
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	50.00	10-72-6700
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	160.00	51-76-2000
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	86.97	10-72-4000
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	165.12	41-78-8170
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	599.00	41-78-8170
3683	Keybank N.A.	JAN 2022	Misc Credit Card Charges	01/20/2022	346.92	41-78-8170
Total 3683:					3,326.53	
3883						
3883	Knox Ag Irrigaion, Inc	3051	Misc P/W Exp	02/09/2022	530.90	52-65-4600
3883	Knox Ag Irrigaion, Inc	3056	Misc P/W Exp	02/14/2022	85.00	52-65-2400
Total 3883:					615.90	
3957						
3957	Library Ideas LLC	87650	Books	02/09/2022	817.42	24-60-2000
Total 3957:					817.42	
1253						
1253	Linn County Sheriff's Office	FEBRUARY 20	Law Enforcement Contract	02/01/2022	62,295.75	10-66-3000
1253	Linn County Sheriff's Office	NOVEMBER 2	Law Enforcement Contract	11/01/2021	62,295.75	10-66-3000
Total 1253:					124,591.50	
3970						
3970	M.L. Houck Construction Co	20-009B	Construction	02/03/2022	49,285.75	25-70-8000
Total 3970:					49,285.75	
3799						
3799	M.R. Tree Service	1961	Tree Service	02/15/2022	1,950.00	10-72-6700
Total 3799:					1,950.00	
3894						
3894	Mitel	38942166	Phone Bill	02/01/2022	114.62	52-65-3500
3894	Mitel	38942166	Phone Bill	02/01/2022	114.62	51-65-3500
3894	Mitel	38942166	Phone Bill	02/01/2022	25.21	24-60-2500
3894	Mitel	38942166	Phone Bill	02/01/2022	114.61	10-69-3500
Total 3894:					369.06	
3873						
3873	NAPA Auto Parts	817-647538	Misc P/W Exp	01/11/2022	14.00	10-72-4000
3873	NAPA Auto Parts	817-647578	Misc P/W Exp	01/12/2022	8.69	10-72-4000
Total 3873:					22.69	
2644						
2644	Net Assets	54-202201	Lien Searches	02/01/2022	88.00	10-53-2250

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 2644:					88.00	
3921						
3921	Northwest Electrical Construction,	5030	Electrical	02/14/2022	210.00	52-65-5400
3921	Northwest Electrical Construction,	5030	Electrical	02/14/2022	494.40	10-72-4000
3921	Northwest Electrical Construction,	5030	Electrical	02/14/2022	210.00	51-65-4600
3921	Northwest Electrical Construction,	5030	Electrical	02/14/2022	315.00	51-65-4600
3921	Northwest Electrical Construction,	5030	Electrical	02/14/2022	315.00	52-65-4600
Total 3921:					1,544.40	
1102						
1102	NW Natural Gas Co.	FEB 2022	Utilities	02/10/2022	86.61	10-69-2000
1102	NW Natural Gas Co.	FEB 2022 P/W	Utilities	02/10/2022	458.24	51-65-2700
1102	NW Natural Gas Co.	FEB 2022 PUM	Utilities	02/11/2022	48.67	52-65-2700
Total 1102:					593.52	
1862						
1862	Oregon DMV	L0030970142	Record Inquiry	01/31/2022	1.30	10-42-2800
Total 1862:					1.30	
3977						
3977	Oregon Trailers, LLC	JANUARY 202	Trailer	01/26/2022	8,220.00	41-78-8070
Total 3977:					8,220.00	
1079						
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	53.65	52-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	20.45	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	302.11	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	18.20	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	53.39	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	124.90	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	1,352.01	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	67.38	52-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	239.56	52-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	2,709.26	52-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	72.00	52-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	21.51	52-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	324.75	52-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	35.04	10-72-6700
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	608.64	25-65-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	29.44	25-65-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	94.50	25-65-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	103.31	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	63.56	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	24.54	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	404.84	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	63.56	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	1,038.53	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	35.48	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	97.96	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	184.12	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	18.20	10-69-3000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	316.25	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	39.75	11-44-2000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	2,953.27	51-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	1,192.07	51-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	01/21/2022	73.44	51-65-2600
Total 1079:					12,735.67	
3582						
3582	Sierra Springs	21792967 0205	Bottled Water	02/05/2022	80.35	10-53-2200
Total 3582:					80.35	
2927						
2927	Staples Business Advantage	3498025537	Office Supplies	01/22/2022	37.95	10-60-2300
2927	Staples Business Advantage	3498025537	Office Supplies	01/22/2022	37.94	51-74-2400
2927	Staples Business Advantage	3498025537	Office Supplies	01/22/2022	37.95	52-74-2400
2927	Staples Business Advantage	3498025539	Office Supplies	01/22/2022	2.60	10-60-2300
2927	Staples Business Advantage	3498025539	Office Supplies	01/22/2022	2.60	51-74-2400
2927	Staples Business Advantage	3498025539	Office Supplies	01/22/2022	2.59	52-74-2400
Total 2927:					121.63	
3826						
3826	Valley Argonomics LLC	74024275	Misc P/W Exp	01/26/2022	1,035.30	25-65-2000
3826	Valley Argonomics LLC	74024302	Misc P/W Exp	01/31/2022	724.30	25-65-2000
3826	Valley Argonomics LLC	74024332	Misc P/W Exp	02/02/2022	190.00	25-65-2000
Total 3826:					1,949.60	
3663						
3663	Water & Sewer Deposit Refund	#1101.04A	Utility Billing Overpayment	02/08/2022	140.10	01-1075
3663	Water & Sewer Deposit Refund	#11746.04A	Utility Billing Overpayment	02/09/2022	3.19	01-1075
3663	Water & Sewer Deposit Refund	#11821.01	Utility Billing Overpayment	02/17/2022	25.94	01-1075
3663	Water & Sewer Deposit Refund	#235.09A	Utility Billing Overpayment	02/16/2022	31.36	01-1075
Total 3663:					200.59	
1239						
1239	WECO	CP-00183520	PW Gas Exp	01/31/2022	725.93	11-45-2000
1239	WECO	CP-00183520	PW Gas Exp	01/31/2022	846.91	51-73-2000
1239	WECO	CP-00183520	PW Gas Exp	01/31/2022	846.91	52-73-2000
Total 1239:					2,419.75	
3973						
3973	Zumar Industires, Inc.	38444A	Road Signs	12/21/2021	29.88	11-43-2000
Total 3973:					29.88	
Grand Totals:					262,196.22	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
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Dated: _____

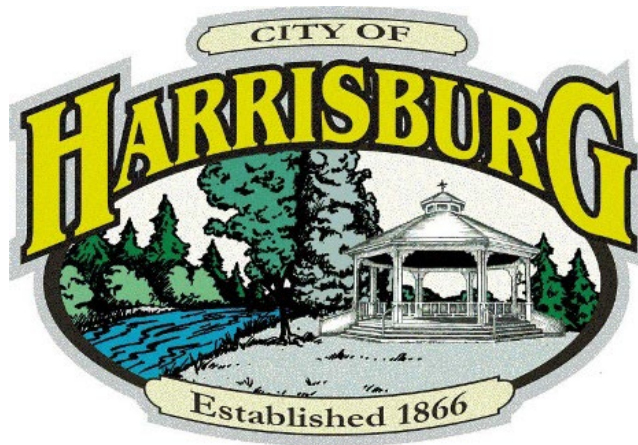
Mayor: _____

Payment Approval Report
Expense Account Key

City Council:		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
_____	Building Permit Fund	26	26-XX- XXXX
_____	Electrical Permit Fund	27	27-XX- XXXX
_____	Debt Services Fund	30	30-XX- XXXX
_____	Office Equip. Fund	40	40-XX- XXXX
City Recorder: _____	Equipment Fund	41	41-XX- XXXX
_____	Water Fund	51	51-XX- XXXX
City Treasurer: _____	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
January 18, 2022

Chairperson: Todd Culver, Presiding
Commissioners Present: Jeremy Moritz, Susan Jackson, Roger Bristol, and Rhonda Giles via Zoom
Absent: Kent Wullenwaber, and Kurt Kayner
Staff Present: City Administrator/Planner Michele Eldridge, 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.

NEW BUSINESS

THE MATTER OF APPOINTING A CHAIRPERSON AND VICE CHAIR FOR CALENDAR YEAR 2022.

Moritz nominated Todd Culver for Chairperson for calendar year 2022 and was seconded by Bristol. The Planning Commission then voted unanimously to Appoint Todd Culver as Chairperson for calendar year 2022.

Culver nominated Jeremy Moritz for Vice Chair for calendar year 2022 and was seconded by Bristol. The Planning Commission then voted unanimously to Appoint Jeremy Moritz as Vice Chair for calendar year 2022.

APPROVAL OF MINUTES

Moritz motioned to approve the minutes and was seconded by Jackson. The Planning Commission then voted unanimously to Approve the Minutes for November 2, 2021 and November 16, 2021.

PUBLIC HEARING

THE MATTER OF THE KNEBEL PRELIMINARY PARTITION APPLICATION (LU 437-2021).

January 18, 2022

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 7:04PM, the Public Hearing was opened.

Culver asked if there were any Conflicts of Interest or any Ex Parte contacts.

None stated.

There were no rebuttals in relation to Conflicts of Interest, or Ex Parte Contacts.

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: Eldridge gave a brief background of the application for the property on 5th and Kesling Street. She highlighted the recommended conditions of approval found on page 20 of the agenda packet.

- Moritz requested clarification that condition #4, a waiver of remonstrance, puts the future costs of street improvement on the homeowner at that time and if the applicants were aware of this and agreed. Eldridge said that was correct and they had agreed.
- Moritz asked if all new construction utilities were underground as stated in Condition #5. Eldridge replied that they are if feasible and depending on the construction.
- Moritz stated that the lot line was zig-zagged (page 33). He asked if parcel 1 would also need a variance of they wanted to add anything. Eldridge said that was correct and suggested that they change the wording in condition 6 to read, "No development of structure on southeast corner of Parcel No. 1 or the northwest corner of Parcel No. 2 shall be allowed because it does not meet the minimum 60' lot width requirement at the front building line, without the applicant first applying for a variance.

APPLICANTS TESTIMONY: Applicant, Nicholas Knebel, stated that the surveyor suggested the lot lines and that they would be okay with having to get a variance for Parcel No.1.

- Moritz asked the applicant if Parcel No. 2 was going to be a 5th Street of Kesling Street address. Applicant replied they are going to have the front on 5th Street.

TESTIMONY IN FAVOR, IN OPPOSITION, AND NEUTRAL TESTIMONY WAS ASKED FOR. No testimony of any kind supplied, nor were there any rebuttals.

The public hearing was closed at the hour of 7:34 pm.

- **Bristol motioned to approve as amended the Knebel preliminary partition application (LU 437-2021) He was seconded by Giles. The Planning Commission then voted unanimously to approve the Knebel preliminary application (LU 437-2021), subject to the modified conditions of approval in the January 10, 2022, staff report. This motion is based on findings presented in the January 10, 2022, staff report to the Planning Commission, and findings made by the Commission during deliberations on the request at the January 18, 2022 public hearing.**

January 18, 2022

THE MATTER OF THE KNEBEL PRELIMINARY PARTITION APPLICATION (LU 437-2021).

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 7:39 PM, the Public Hearing was opened.

Culver asked if there were any Conflicts of Interest or any Ex Parte contacts.

None stated.

There were no rebuttals in relation to Conflicts of Interest, or Ex Parte Contacts.

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: Eldridge gave a brief background of the application. She highlighted the recommended conditions of approval found on page 43 and 44 of the agenda packet.

- Condition No. 1 states that the site plan must show where the swale will be located.
- Condition No. 3 is for street frontage and lines out the easements required.
- The Department of State Lands (DSL) has advised their own recommendations as shown on page 44 of the agenda packet under the "Development Repeated Concerns" section.
- Moritz asked if the driveway was going to be a hard surface. Eldridge replied that the first 25' of the driveway will be concrete or pavement. Frontage for the driveway is on Territorial and Parcel No. 2 meets requirements. Parcel No. 3 does not, it will need a variance.
- Bristol asked about existing ditch. Eldridge showed on page 59 that it runs along the west side.

APPLICANTS TESTIMONY: Applicant, Garrett McCormick (via Zoom) and owner, Keith Birley, were present. McCormick asked that if wetlands are discovered, would they need to do mitigation. Eldridge said that would be up to DSL. There are a lot of ways to go about it.

- Bristol asked if discharging storm water in the waterways was going to create a problem. Eldridge said the swells will take care of it on site.

TESTIMONY IN FAVOR, IN OPPOSITION, AND NEUTRAL TESTIMONY WAS ASKED FOR. No testimony of any kind supplied, nor were there any rebuttals.

The public hearing was closed at the hour of 8:14 pm.

- Bristol motioned to approve the Talanton Design preliminary partition application (LU 436). He was seconded by Moritz. The Planning Commission then voted unanimously to approve the Talanton Design preliminary partition application (LU 436), subject to the conditions of approval in the January 10, 2022, staff report. This motion is based on findings presented in the January 10, 2022, staff report to the Planning Commission, and findings made by the Commission during deliberations on the request at the January 18, 2022, public hearing.
- Bristol motioned to approve the Talanton Design variance application (LU 438). He was seconded by Jackson. The Planning Commission then voted unanimously to approve the Talanton Design variance application (LU 438),

January 18, 2022

subject to the conditions of approval in the January 10, 2022, staff report. This motion is based on findings presented in the January 10, 2022, staff report to the Planning Commission, and findings made by the Commission during deliberations on the request at the January 18, 2022, public hearing.

OTHERS

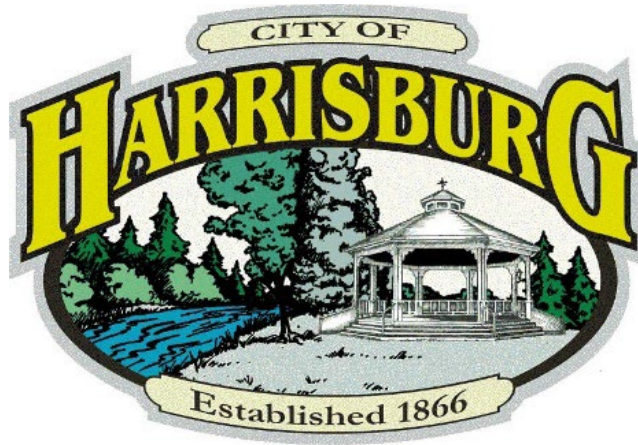
- Resignation letter for Roger Bristol read by Chairman Todd Culver, effective immediately. Bristol has served as a public servant for over 14 years and is moving out of the County and will no longer meet the requirements to hold a seat on the Planning Commission.
- Update on code development: Legislature has passed that will affect the draft code. We will need to make some modifications that will push back the timeline.

With no further discussion, the meeting was adjourned at the hour of 8:26 pm.

Chairperson

City Recorder

UNAPPROVED



Planning Commission Meeting Minutes
February 15, 2022

Vice-Chairperson: Jeremy Moritz, Presiding
 Commissioners Present: Kent Wullenwaber, Susan Jackson, and Rhonda Giles
 Absent: Todd Culver, and Kurt Kayner
 Staff Present: City Administrator/Planner Michele Eldridge, Finance Officer/Deputy City Recorder Cathy Nelson, and Private Consultant John Hitt (via Zoom)
 Meeting Location: Harrisburg Municipal Center located at 354 Smith St.

CALL TO ORDER AND ROLL CALL: Order was called at 7:01pm by Vice-Chairperson Jeremy Moritz.

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

WORK SESSION
THE MATTER OF REVIEWING FINAL CHANGES TO THE HARRISBURG ZONING, DEVELOPMENT, AND LAND PARTITION CODE.

STAFF REPORT: Eldridge discussed memo form legal counsel and explained the next steps. She then handed the floor over to Private Consultant Kohn Hitt who proceeded to highlight the following changes to the code from the last draft presented due to state legislative changes:

- Page 20-21 in the agenda packet are the new requirements listed in red.
- Page 68 shows the added requirements for childcare facilities. They are now permitted with a "S" review and the matrix for where they are permitted is shown on pages 40-41. The specific requirements for R1 through R3 zones are shown on page 49.
- Page 173 gives a summary of general review procedures. Page 176 describes the process for a Type II permit and Hitt highlighted the appeal process.
- Page 225 shows the new section 19.50 – Religious Owned Affordable Housing and Affordable Housing Land Use and includes 19.50.010 and 19.50.020.
- Page 63, 18.50.050 – Duplex Dwellings Section C – Standards, Sun-section 4. Are for clarification purposes.

February 15, 2022

- Page 218, Section A – Applicability, Sub-section 3. Clarifies that the applicant can request up to a 30% reduction in landscaping, which is a minor adjustment. The applicant can go to the Planning Commission for a larger or major adjustment to landscaping.
- Page 192 added electrical charging stations in Sub-section i, and disposable recycling containers in sub-section k.
 - Moritz asked what building will have this requirement and if the charging stations would be dedicated spots. Hitt stated that multi-family and large commercial only and yes, they would be. He is expecting the state to come out with more regulatory directions soon.
- Jackson asked what we changed the irrigation in landscaping regarding the minor adjustment. Hitt stated that page 51 shows the minimum landscaping, and the adjustment gives flexibility. Jackson wanted to know why irrigation was a requirement and not an option.
 - Moritz agreed that as it is written, we are demanding that they have sprinklers, but they do not have to turn them on. Is this correct? Hitt said it was correct. The city can require maintenance of landscaping is the Planning Commission desired. The Commission can approve the code as written to get the legal process moving and come back and amend it before the final approval.
- **Wullenwaber motioned to approve the current draft version of the proposed Harrisburg Zoning, Development and Land Partition Code, and to continue with the next steps required for adoption of the new code. He was seconded by Giles. The Planning Commission then voted unanimously to approve the current draft version of the proposed Harrisburg Zoning, Development and Land Partition Code, and to continue with the next steps required for adoption of the new code.**

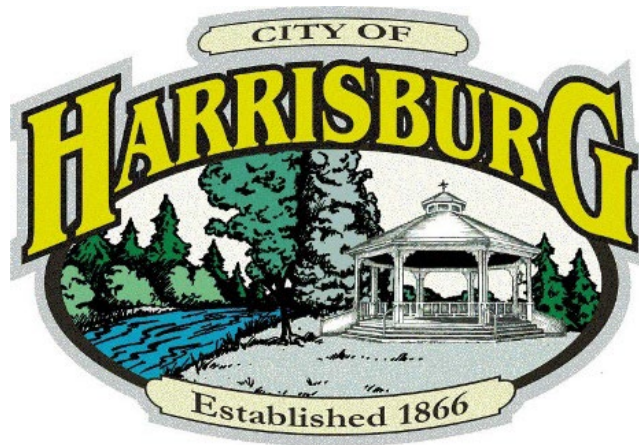
OTHERS

- Eldridge gave updates on Butterfly Garden on 7th Street. Tim is getting bought out by the developers. They are almost to the final plat stage.
- Eldridge gave update on Shadowood on the end of Sommerville Loop. They have until the 1st of March to submit their final plat. They are working on getting extensions on some of the requirements. They might have to come back in front of the Commission.
- Eldridge gave update on Meadowood on Sommerville Loop. They have acquired their wetlands delineation permit. The developer notified the property owner that they were not going to move forward with the project. However, the developer has not notified the City that they are not developing. They have until this summer to finish the project.
- Wullenwaber asked about what was happening to the people at the old paintball property. Eldridge stated that they were supposed to be building. The city is sending letters to notify them that they are not in compliance.

With no further discussion, the meeting was adjourned at the hour of 8:11 pm.

Chairperson

City Recorder



Library Board Meeting Minutes
January 19, 2022

Pro-Tem Chairperson: Desri Hansen
Board Members: Catherine Hansen and Kristi Prozialeck
Board Members Absent: Angela Christensen
Staff Present: Library Supervisor Lori Ross, Librarian’s Cheryl Spangler and Amanda Pelkey
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL at the hour of 6:07pm

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

APPROVAL OF MINUTES

- Prozialeck motioned to approve the minutes for the November 2, 2021 Library Board meeting and was seconded by Hansen. The Library Board then voted unanimously to approve the minutes for November 2, 2021.

THE MATTER OF FILLING A LIBRARY BOARD VACANCY

STAFF REPORT: Ross thanked all three applicants for applying to be on the Library Board. She informed all three candidates that if they weren’t elected tonight, there are other committees who are always looking for volunteers.

Ross introduced the first candidate, BJ O’Brien who recently moved to Harrisburg.

- O’Brien informed the board that she was a retired teacher of 35 years, a florist for 20 years and has four cats and a dog. She has vast experience in organizing, running fundraisers and programs. She looks forward to meeting new people and getting involved in the community.
- D. Hansen asked O’Brien if she taught K-12th grade. O’Brien answered she taught 17 years pre-K and junior college at Inter-City Los Angeles and the last 18 years K-8th grade by Kings Canyon National Park.
- O’Brien commented that she loves for kids to have a book in their hand instead of googling and it’s a concern she has for kids these days along with not being able to write.

January 19, 2022

Ross introduced the next candidate, Alexandria Bennett, who move to Harrisburg two years ago.

- Bennett introduced herself and stated that she loved Oregon and Harrisburg. She attended college in Oklahoma and got a degree in political science. She's a substitute Teacher for Corvallis and she hopes to be soon for Harrisburg.
- Prozialeck asked why the Library Board? Bennett said has a collection of her own and is trying to go to the Library more. She feels Libraries are a core to the community.
- D. Hansen asked what programs she would like to see or how she could she make them better. Bennett stated that she loves Lego Club and Book Clubs. She would want to promote better and get the community involved.
- C Hansen asked if she had any experience with grant writing. Bennett replied that she did not.
- A. Pelkey asked how she would promote in order to get the community more involved in the Library. Bennett replied by putting up signs to push group study or volunteer positions.

Ross introduced that last candidate, Lori Pelkey who lives in Junction City.

- L. Pelkey commented that she loves the Library. She has seven children, and she regularly visited the Library in Monroe when she was raising them and eventually became a Community Library Specialist for Monroe Public Library. She loves meeting the patrons, especially the kids, and having that connection with the community and when an opportunity came up in Harrisburg, for Story Time, she was excited to be able to volunteer for the program.
- C Hansen asked is she was still working at the Monroe Library and L. Pelkey replied yes.
- D. Hansen commented that L. Pelkey volunteers for Story Time every Friday and asked her how long she was wanting to help with Harrisburg if Monroe was to restart their program? L Pelkey replied that she would love to as long as it didn't interfere with her 25-hour work schedule.
- C Hansen asked if she was a Monroe resident and why not the Monroe or Junction City Library Board? L. Pelkey replied that she lives in Junction City, and it would be a conflict of interest for her to be on the Monroe Library Board and she hasn't thought about Junction City.
- A. Pelkey asked L. Pelkey how she would get people to come into the Library? Pelkey replied that as the Library moves forward, you need to reach out to the community, and let them know what the Library has to offer.
- A. Pelkey asked all three candidates, how they feel about a fine free Library.
 - L. Pelkey stated that she loves a fine free program as it did affect her family when her children were little. She has also seen it affect patrons at the Monroe Library.
 - Bennett stated that she loves it but tends to be skeptical of people. She thinks fines are put in place to protect the materials and protect the books from being lost or damaged and the money goes towards the Library.
 - O'Brien stated that she is old school and is about taking responsibility. She has no problem with kids or teens working off fines, unless they have lost the book.
- Ross thanked all three candidates once again for applying. Hansen stated that she thought everyone would bring something great to the Library Board and if she had to choose, she would vote for L. Pelkey because she is already a volunteer, and she appreciates all of her time with the story time program.

January 19, 2022

- Hansen **motioned to recommend to the City Council that they appoint Lori Pelkey to the Library Board with a term ending June 30, 2024 and was seconded by Prozialeck. The Library Board then voted unanimously to recommend Lori Pelkey to the Library Board.**

THE MATTER OF DISCUSSING LIBRARY PROGRAMS

STAFF REPORT: D. Hansen commented that story time has been hit and miss with attendance. The most participants they have had was about 15.

- D. Hansen stated that she dropped off flyers at the school and that we should hold off on changing the date and time for the Story Time program. She asked if anyone had ideas on how to get more people in attendance.
- Spangler said she would like to have stories towards older kids. D. Hansen thought we should focus the story on the younger kids. Spangler suggested having the older kids attend something in the Library.
- D. Hansen suggested that Lego Club might be something for Fridays also. Pelkey said she would be willing to create a curriculum for a Friday program. Pelkey suggested an older book club, maybe happening at the same time, where a chapter is read each week and then discussed.
- Prozialeck thought we should focus on Lego Club and see how that goes and maybe discuss an older kid book club later. C Hansen said she would work on the flyer. The Friday Lego Club would start on Friday, the 28th at 10am for ages 5-10yrs.
- C Hansen said she would be willing to volunteer for an Adult Book Club. Ross said the 2nd, or fourth Thursday nights were available. C Hansen thought maybe the 10th of February and then the 2nd Thursday, starting at 6:30pm to 8pm. C Hansen said she would also make a flyer for the book club.
- C Hansen asked about the D & D program and Spangler commented that it would be after January, and it would be an adult program.

Others:

- Ross informed the Board that at the next meeting we will need to appoint a Chairperson and a Vice Chair.
- Spangler updated the Board regarding the mural. Jerry Dame, of Harrisburg, said he would like to paint the mural and will be giving us a price quote and some ideas for the design. Spangler commented that she has already received some donations that will be used towards the mural and has applied for a grant. Ross suggested formally asking the Library Guild for funding. Ross suggested possibly meeting February 2nd at 6pm in order to speed up the mural process.
- Ross informed the Board that Council will be wanting some stats, to determine the fate of the fine free program. D. Hansen remembers some of Council's concerns which included; if there was going to be an excess cost to cover lost materials; will people take advantage of the Library, and would the materials be checked out for a normal amount of time? D. Hansen asked the Librarians if they feel people are taking advantage the program and if materials are being brought back at a normal time. Pelkey said it's been hard to tell, but the book bin is always full.
- Ross asked if they are having success with the late letters and email notifications? Spangler said that yes, people will call and renew once they get the first letter. Ross also asked about the letters for lost materials, in which the patron has been charged. Pelkey said she has had one patron who lost and paid for the material. Spangler said she had someone who damaged a book but took responsibility and replaced it.

January 19, 2022

- D. Hansen said council might like to hear community response.
- Ross informed the Board that the City Administrator gave permission for the Library to have a Facebook page, however, a policy will need to be written and approved prior. Ross will work on the policy by the next meeting.
- Spangler stated that Miss Oregon will be attendance when the first graders once again have their annual visit to the Library.

ADJOURN at the hour of 7:42pm

UNAPPROVED




Community Services Program

1400 Queen Avenue SE, Suite 206 • Albany, OR 97322
541-924-4539 • FAX 541-924-4544

MEMORANDUM

DATE: February 24, 2022

TO: Harrisburg City Council

FROM: Alicia Lucke, Community Services Program (CSP) Manager 

RE: ***Meals on Wheels (MOW) Service to Harrisburg Residents***

MOW serves specifically formulated meals to aging homebound adults, adults with disabilities who often live alone, and those with limited resources or ability to care for themselves in two ways: 1) through a dining room atmosphere at the meal site for those able to travel (currently “grab and go style during the COVID-19 pandemic), and 2) through volunteers delivering hot meals directly to the client’s front door.

Thank you for your donation of \$400 last year in support of *MOW*. As a committed community partner, you know that this support provides hot, nutritious meals delivered to clients in your community. We want to show you what your support means to the health of Harrisburg’s residents.

MOW specifically targets older adults in poor health, with low income, and with limited or no support structure. Food insecure seniors are 50% more likely to be diabetic, 60% more likely to have congestive heart disease, and 75% more likely to suffer from depression. High nutrition risk, a social determinant of health, often results in increased medical expenses due to frequent hospitalizations and nursing home stays and is a major cause of Medicare related hospital readmissions.

The total value of services delivered to Harrisburg residents in 2021 was approximately \$35,516. During that period, *MOW* served by delivering 3,157 meals to the door of 28 home-bound residents in the delivery area.

We kindly request a donation of \$400 from the City of Harrisburg this year to support ongoing meal service and health and socialization check-ups.

One hundred percent of your contribution goes to providing meals—and providing a daily well-check, a physical safety check, and a friendly visit—to the most vulnerable residents in your community. I would be happy to talk with you, share information about *Meals on Wheels*, and its impact on your residents. Thank you for thoughtfully considering your support of *Meals on Wheels* and the Harrisburg residents we serve. Thank you for your consideration and for your continued support.

Code	Description	Count	Amount	GL Account
Court Costs				
AF	ATTORNEY FEE	3	106.66	
CA-DIV	CITY ATTY-DIV	1	350.00	
CF	COLLECTION FEE	1	11.17-	
COSTS	COURT COSTS	2	11.17	
COURT FEE	CF	1	50.00	
DEF-ADJUD	DEF ADJUDICATION	4	710.00	
LPF	LATE PAYMENT FEE	6	14.74	
PA	PAYMENT ARRANGEMENT- FEE	6	43.94	
SCF	SHOW CAUSE FEE	4	63.85	
SUSP	SUSPENSION FEE	4	15.71	
WF	WARRANT FEE	5	40.66	
Total Court Costs:		37	1,395.56	
Fines				
DISM	CHARGE DISMISSED	1	84.00	
GBD	GUILTY BY DEFAULT	15	800.00	
GUILTY	FOUND GUILTY	25	2,177.42	
GUILTY NT	FOUND GUILTY	1	25.15	
Total Fines:		42	3,086.57	
Surcharges				
COUNTY	COUNTY ASSESSMENT	25	381.75	
STATE	STATE ASSESSMENT	24	1,002.12	
Total Surcharges:		49	1,383.87	
Grand Totals:		128	5,866.00	

Report Criteria:

Agency.Agency = "LCSO","LCS","COBURG PD"

Case.Violation date = 02/01/2022-02/28/2022

Agency	Case Number	Citation Numbers	Violation Date	Primary Offense	Location
COBURG PD	22-T-0051	C6441	02/01/2022	SPEEDING 1-10 MPH OVER	DIAMOND HILL & 9TH ST
COBURG PD	22-T-0046	190726	02/03/2022	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	LASALLE ST & S. 9TH ST.
COBURG PD	22-T-0047	C6450	02/03/2022	ILLEGAL STOPPING, STANDING OR PARKING	7TH ST & TERRITORIAL ST
COBURG PD	22-T-0050	1315	02/04/2022	SPEEDING 21-30 MPH OVER	DIAMOND HILL & N. 9TH ST.
COBURG PD	22-T-0048	1316	02/04/2022	DRIVE WHILE SUSPENDED/REVOKED	S. 6TH ST. & SOMMERVILLE LP
LCSO	22-T-0032	215871	02/04/2022	OPERATE VEHICLE WHILE USING CELL PHONE	199 N 3RD ST/MONROE ST
LCSO	22-T-0033	215873	02/04/2022	OPERATE VEHICLE WHILE USING CELL PHONE	199 N 3RD ST/MONROE ST
LCSO	22-T-0034	215875	02/04/2022	OPERATE VEHICLE WHILE USING CELL PHONE	199 N 3RD ST/MONROE ST
COBURG PD	22-T-0049	1317	02/05/2022	SPEEDING 21-30 MPH OVER	S. 6TH ST. & SPRINGBROOK
COBURG PD	22-M-0005	190727	02/07/2022	DRIVE WHILE SUSPENDED - MISD	TERRITORIAL ST & 7TH ST
COBURG PD	22-T-0042	190728	02/07/2022	DRIVE WHILE SUSPENDED/REVOKED	7TH ST & TERRITORIAL ST
COBURG PD	22-T-0036	190729	02/09/2022	SPEEDING 1-10 MPH OVER	DIAMOND HILL/ 7TH ST
COBURG PD	22-T-0040	190730	02/09/2022	SPEEDING 1-10 MPH OVER	DIAMOND HILL & 7TH ST
COBURG PD	22-T-0043	C6284	02/09/2022	SPEEDING 11-20 MPH OVER	DIAMOND HILL & N. 8TH ST.
COBURG PD	22-T-0044	C6285	02/09/2022	SPEEDING 11-20 MPH OVER	DIAMOND HILL & N. 8TH ST.
COBURG PD	22-T-0045	C6286	02/09/2022	SPEEDING 11-20 MPH OVER	DIAMOND HILL & N. 8TH ST.
COBURG PD	22-T-0035	C6287	02/09/2022	SPEEDING 11-20 MPH OVER	6TH STREET/PRICEBORO RD
LCSO	22-T-0037	215917	02/10/2022	VIOLATING DESIGNATED SPEED 11-20 MPH OVER OVER 65 MPH	1152 S 6TH ST
LCSO	22-T-0038	215919	02/10/2022	EXPIRED VALIDATING STICKER	706 S 6TH ST
LCSO	22-T-0039	215921	02/10/2022	DRIVE WHILE SUSPENDED/REVOKED	507 LASALLE ST
LCSO	22-T-0053	216004	02/15/2022	DRIVE WHILE SUSPENDED/DRIVING UNINSURED	486 TERRITORIAL ST
COBURG PD	22-T-0041	C6346	02/19/2022	SPEEDING 11-20 MPH OVER	DIAMOND HILL & N. 9TH ST
LCSO	22-T-0054	216052	02/22/2022	EXPIRED VEHICLE REGISTRATION	599 S 3RD ST/FOUNTAIN ST
LCSO	22-T-0055	216053	02/22/2022	EXPIRED VALIDATING STICKER	199 N 3RD ST
LCSO	22-T-0056	216055	02/22/2022	FAIL TO REGISTER VEHICLE	199 N 3RD ST/MONROE ST
LCSO	22-T-0057	216056	02/22/2022	OPERATE VEHICLE WHILE USING CELL PHONE	199 N 3RD ST/MONROE ST
LCSO	22-T-0058	216057	02/22/2022	OPERATION WITHOUT REARVIEW MIRROR	199 N 3RD ST/MONROE ST
LCSO	22-T-0059	216058	02/22/2022	FAILURE TO INSTALL IGNITION INTERLOCK DEVICE	199 N 3RD ST/MONROE ST
LCSO	22-T-0060	216063	02/22/2022	OPERATE VEHICLE WHILE USING CELL PHONE	199 N 3RD ST/MONROE ST
LCS	22-M-0006	216075	02/23/2022	CRIMINAL TRESPASS II	415 N 7TH ST
LCS	22-M-0007	216080	02/23/2022	CRIMINAL MISCHIEF II	1072 APPLGATE PL
LCSO	22-T-0061	216092	02/24/2022	DRIVE WHILE SUSPENDED/DRIVING UNINSURED	503 LASALLE ST

Grand Totals:

32