



## Harrisburg City Council Business Meeting Agenda

June 08, 2021

6:30 PM

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

### **PUBLIC NOTICES:**

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

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

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

**RESOLUTIONS**

**1. THE MATTER OF ALLOWING VOLUNTEER WORKER'S COMPENSATION COVERAGE FOR 2021-2022 BY APPROVING RESOLUTION NO. 1253**

**STAFF REPORT:**

Exhibit A: RESOLUTION NO. 1253

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1253, "A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF HARRISBURG FOR POLICY YEAR 2021-2022"**

**2. THE MATTER OF APPROVING RESOLUTION NO. 1254, AND THEREBY APPROVING THE CITY OF HARRISBURG STANDARD FEE SCHEDULE EFFECTIVE ON JULY 1, 2021**

**STAFF REPORT:**

Exhibit A: Red-lined Standard Fee Schedule

Exhibit B: Resolution No. 1254

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1254, "A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE AND SETTING AN EFFECTIVE DATE"**

**OLD BUSINESS**

**3. THE MATTER OF A DISCUSSION IN RELATION TO COUNCIL POLICY 18-1.04**

**STAFF REPORT:**

Exhibit A: Current City Council Policy No. 18-1.04

Exhibit B: Confidential Legal Memorandum, protected  
under ORS 192.660(1)(2)(f)

Exhibit C: Red-Lined Council Policy No. 18-104

**ACTION: FOR FURTHER DISCUSSION – MOTION TBD**

**NEW BUSINESS**

**4. THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE A PUBLIC EVENT PERMIT FOR THE HARRISBURG OLD FASHIONED 4<sup>TH</sup> OF JULY**

**STAFF REPORT:**

Exhibit A: Public Event Application

**ACTION: MOTION TO AUTHORIZE THE CITY ADMINISTRATOR TO APPROVE THE PUBLIC EVENT PERMIT FOR THE HARRISBURG OLD-FASHIONED 4<sup>TH</sup> OF JULY**

**5. THE MATTER OF DISCUSSING A POSSIBLE BUSINESS EMERGENCY GRANT**

**STAFF REPORT:**

Exhibit A: None

**ACTION: TBD**

**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: City Council Minutes for April 27, 2021

Exhibit B: City Council Minutes for May 11, 2021

Exhibit C: Payment Approval Report for May 2021

Exhibit D: Personnel Committee Minutes for May 4, 2021

Exhibit E: Planning Commission Minutes for May 18, 2021

Exhibit F: Municipal Court Collections Report for May 2021

Exhibit G: Municipal Citation Report for May 2021

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

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

**The City Council Minutes for April 27 and May 11, 2021**

**The Payment Approval Report for May 2021**

**CITY ADMINISTRATOR VERBAL REPORT**

**1. VFW**

**OTHER ITEMS**

**ADJOURN**



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

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**THE MATTER OF ALLOWING VOLUNTEER WORKER’S COMPENSATION  
COVERAGE FOR 2021-2022 BY APPROVING RESOLUTION NO. 1253**

**STAFF REPORT:**

Exhibit A: RESOLUTION NO. 1253

**ACTION:                MOTION TO APPROVE RESOLUTION NO. 1253, “A  
RESOLUTION EXTENDING WORKERS’ COMPENSATION COVERAGE TO  
VOLUNTEERS OF THE CITY OF HARRISBURG FOR POLICY YEAR 2021-2022”**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – June 8, 2021

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
FY 20/21 \$150.22	Yes	General Fund

**STAFF RECOMMENDATION:**

**The City Recorder recommends the City Council approve Resolution No. 1253**

**BACKGROUND INFORMATION:**

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

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

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

**REVIEW AND APPROVAL:**

\_\_\_\_\_  
Michele Eldridge, City Administrator

City of Harrisburg  
**RESOLUTION NO. 1253**

**A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF  
THE CITY OF HARRISBURG FOR POLICY YEAR 2021-2022.**

**Volunteer Resolution No.:** 1253

**Effective Date:** July 1, 2021

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

**1. Public Safety Volunteers**

**Applicable** \_\_\_\_\_ **Non-applicable** X

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

**Applicable** X **Non-applicable** \_\_\_\_\_

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

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

**3. Manual labor by elected officials.**

**Applicable** \_\_\_\_\_ **Non-applicable** X

**4. Non-public safety volunteers**

**Applicable** X **Non-applicable** \_\_\_\_\_

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

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

5. Public Events

Applicable X      Non-applicable \_\_\_\_\_

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

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

6. Community Service Volunteers/Inmates

Applicable \_\_\_\_\_ Non-applicable X

7. Other Volunteers

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

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

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

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

Adopted by the Harrisburg City Council this 8<sup>th</sup> day of June 2021.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name

Mayor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

City Recorder

# Agenda Bill

## **Harrisburg City Council**

### Harrisburg, Oregon

**THE MATTER OF APPROVING RESOLUTION NO. 1254, AND THEREBY APPROVING THE CITY OF HARRISBURG STANDARD FEE SCHEDULE EFFECTIVE ON JULY 1, 2021**

**STAFF REPORT:**

Exhibit A: Red-lined Standard Fee Schedule

Exhibit B: Resolution No. 1254

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1254, “A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE AND SETTING AN EFFECTIVE DATE”**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – June 8, 2021

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

**STAFF RECOMMENDATION:**

**Staff recommends that Council approve Resolution No. 1254**

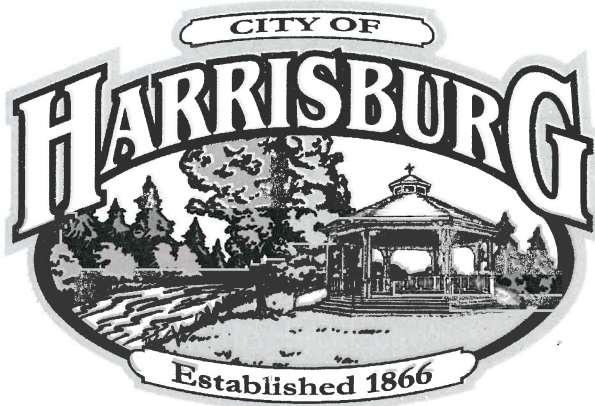
**BACKGROUND INFORMATION:**

The City of Harrisburg will complete the switch from Linn County Planning and Building to the Junction City Building Department on July 1, 2021. These are some more of the final steps needed in order to complete that process. **Exhibit A** shows the changes that have been made to the City Fee Schedule. The majority of the changes are in relation to the building permit fees, and the ordinances approved in January, that are effective on July 1<sup>st</sup>. Some changes were also made to the City Fee Schedule to accommodate our current practices for the Public Library as well as the Utility Billing Department.

Junction City’s fees are slightly different from Linn County’s fees. Over the counter permits, such as mechanical and plumbing are slightly more than Linn County, but structural permits are slightly less. The benefit for our citizens will mainly be in a reduction of time spent in plan review, as well as easier and better access to the Building Official. Resolution No. 1254 shows the changes as accepted in **Exhibit B**.

**REVIEW AND APPROVAL:**

\_\_\_\_\_  
Michele Eldridge      Date  
City Administrator



# City of Harrisburg Standard Fee Schedule (Land Use, Standard Fees & Utilities)

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# General Fees and Licenses in the City of Harrisburg

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The fee schedule and resolution for City fees is located at the back of this document.

## Enterprise Zone Pre-Authorization:

The City of Harrisburg co-manages and operates the Harrisburg Enterprise Zone. This includes acreage located in the City of Harrisburg, the City of Junction City, and property located abutting North Coburg Road, adjacent to I-5. The Zone Manager position in Harrisburg is held by the City of Harrisburg Administrator while the Zone Manager for Junction City is their City Administrator. Enterprise Zones are great resources for business in Oregon, allowing for an exemption from property taxes for new plant and equipment costs, if a business is able to meet the criteria.

## Garage Sales:

Fees are not charged for garage sales. However, garage sales are limited to no more than six days in any one-year period. The City of Harrisburg holds a City Wide Garage Sale in the summer, typically in the month of August. Citizens are encouraged to take advantage of having their sale posted on the City website. Watch the website and social media for the time of this year's City wide sale.

## Land Use & Development Fees:

Land Use and Development Fees are charged for land use projects in the City of Harrisburg. The fee is for the approximate amount of time for staff to process a Land Use Application, as well as for the time it takes for a land use application to be reviewed, and heard by the Planning Commission, and in the case of more complex land use applications, the City Council. Public Hearing Fees are included in the Land Use & Development Fee's.

## Library Patron Fines and Fees:

There is no fee for a family resident card in the City of Harrisburg, and a very low fee for cards held by those that are outside of Harrisburg. ~~As always, there are overdue book fees, and if a book is lost, a charge for the replacement. Habitual violators will lose their library card and the right to borrow future items from the library. Effective July 1, 2021, and continuing through June 30, 2022, the Library will be implementing a one year fine free trial period. Patrons will still be~~

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Harrisburg Standard Fee Schedule  
2020~~1~~-2024~~2~~

charged for the replacement cost for lost or damaged materials. Violators will lose their right to borrow future materials from the library until their account balance is below \$20.00

## Licenses

### Business Licenses:

Business Licenses are required for all businesses in Harrisburg, whether it's Commercial, Industrial, a Rental, or a Home Occupation, for example. The City does advertise all businesses in Harrisburg, and keeps a directory on the City website. Business License fees are charged annually, and are billed in December. Licenses are pro-rated for ½ year, if the application is received after July 1<sup>st</sup>. Temporary Business Licenses are required for seasonal businesses, such as Christmas Tree stands, or Fireworks stands. A transfer of a business license to a different owner, or to a different business name, is also charged a small fee.

Apartment Buildings and Landlords of Rental Homes will be charged for each unit offered for rent. A scaled fee is available; 1-10 Rentals will be charged \$10 a rental unit, while 11 or more Rentals will be charged \$110.

Home Occupations, are businesses that are ran from a citizens home. These are typically sales of some sort, such as Avon, Mary Kay, or other types of businesses that operate through parties held in citizen's homes. It can also apply to professional types of businesses, such as Internet sales, like Amazon or E-Bay, accountants, IT businesses, etc. A Home Occupation is secondary to the main use of the home, which is your primary residence. Your home has to maintain the same character as the other homes around it; meaning that you can't store outside materials from the business, and the home should still look like a home. Commercial uses, such as a small café, or anything with a lot of foot traffic, belong only in a commercial zone.

There are other types of licenses, which are explained later in this document. Those include a commercial truck permit, solicitor licenses, a social games license, secondhand dealer license, and street & sidewalk vendor licenses.

### Liquor License:

A liquor license and fee is required as per OLCC for all premises selling liquor in the City of Harrisburg. In addition, citizens in town holding a special event which includes something such as a Beer Garden are required to obtain a temporary liquor license, which is approved by the City Administrator. Commercial Businesses wishing to have a beer garden or wine terrace outside of their establishment are required to obtain a public event permit.

### Public Dance License:

A public dance is any dance not held in a private home or residence, which is open to the general public. Some dances are part of a Public Event, but businesses can sometimes hold a public dance by utilizing a parking lot, or obtaining permission to hold a street dance.

### Secondhand Dealer License:

The applicant for this license will be subject to a criminal background check. In addition, there are specific City forms and processes that are required for purchases of pawned or secondhand goods; and specifically for precious metals, jewelry, coins, firearms, hand and power tools, or any article with a manufacturer's serial number.

Please contact City Administrative Staff for questions in relation to a ~~Second-Hand~~Secondhand Dealer Permit.

### Social Games Licenses:

The City of Harrisburg requires that anyone dealing cards at a restaurant, bar, tavern, or lounge must be approved by the City of Harrisburg to have a Social Games license. A common and popular type of game right now are poker tournaments, but this also covers blackjack games, or any other type of game held outside of a residence. The person holding the tournament or holding regular games must complete a background check, and must supply a current picture. The license also specifies which location in town that the operator will be holding the games at.

### Solicitation License:

Door to door sales are not allowed in the City limits of Harrisburg, without first obtaining a solicitation license from the City. This license requires a background check; some of the things the City checks for are past arrests, and/or convictions of crimes of violence, sex offenses, narcotics, alcoholic beverage laws and fraud. **Each individual** selling for a company is required to have a solicitation license. Selling door to door without a valid solicitation license is prohibited and can be punishable as a civil infraction or criminal trespass in the second degree in the Harrisburg Municipal Court. Solicitors must also abide by posted no solicitation signs and can only operate only between the hours of 9:00am and 8:00pm. Solicitors are required to carry their City approved license with them, and should display them when they come to a residence.

Harrisburg residents have the right to ask to see the solicitor's license, and are welcome to contact the City, to verify if a solicitor has a license to operate in town. If a resident is approached by a person who is soliciting, but they can offer no evidence of a solicitation license, then the resident can contact the City, or dispatch for the Linn County Sheriff's Office.

### Street & Sidewalk Vendor License:

Licenses are required for businesses that are located on any City street, parking lot, sidewalk, or other public property. This includes vendors that have mobile carts that move to different areas during the time they are in town, such as an ice cream cart. Special Events, such as the 4<sup>th</sup> of July, are administered by an association other than the City. The process for obtaining a license is complex, and there are specific criteria that apply to it. Please call administrative staff if you are interested in this license.

Please note that if you plan on operating a business on the property of another business, such as a temporary business kiosk, or mobile cart in a business parking lot, that along with the permission of that business owner, you'll also need to obtain a temporary business license from

the City of Harrisburg. A business kiosk that is permanent in nature, such as a coffee kiosk, will likely require a land use application.

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**Lien Search Fees:**

Lien Search Fees are charged for lien searches that are for properties located in the City of Harrisburg. The City utilizes a company called Net Assets, which runs a website called Conduits. Title companies are required to obtain authorization through Net Assets to obtain lien search data for the City on the Conduits website. Information on existing liens can only be released to the owner of the property, or to a company that is going through Conduits for the Lien Search.

**Marijuana Related Businesses:**

The City of Harrisburg submitted Measure 22-164 to the voters in November, 2016. That measure passed, and prohibits establishment of recreational and medical marijuana facilities of all kinds within the City limits of Harrisburg.

**Marijuana Tax Rate:**

The City of Harrisburg does have a marijuana tax rate of 0% at this current time that would apply to both medical and recreational marijuana sales, if the prohibition of recreational and medical marijuana facilities were to be changed in the future.

For information in relation to Marijuana facilities, or tax rate, please contact the City Administrator.

**Municipal Court Fees:**

The Harrisburg Municipal Court has fees in relation to the normal processes for a municipal court. The fees reimburse the City for staff costs involved in processing violations. For more information in relation to these fees, please contact the Municipal Court Clerk.

**Nuisance Vegetation Removal:**

The City responds to complaints in regards to nuisance vegetation, and also monitors vegetation periodically from spring through fall. City crews will remove nuisance vegetation, after obtaining a court warrant.

Public Works crew rates for removal of nuisances will include labor, plus additional charges for equipment and tools.

### Notary Fees:

The City of Harrisburg does employ a notary public. Hours for the notary public can vary from day to day, and this service may not be available on specific days. Notary Fees are charged per Signature/Stamp Required.

### NSF Checks:

The City of Harrisburg as a public entity does charge a fee for checks that are returned to the City for non-sufficient funds.

## PERMITS

### Building Permits:

- All Building permits in Harrisburg ~~(With the exception of Electrical Permits)~~ **are submitted to and issued by Harrisburg City Hall.** The City contracts with ~~Linn County~~ **the City of Junction City** to provide **a Building Official, who is responsible for** plan review and inspection services ~~\_; this service will be provided by Junction City starting on July 1, 2021.~~
- Fees are set by the ~~Linn County Building & Planning Department/~~ **City of** Junction City, based on types of construction. Residential permits are generally 1% of the construction costs, and commercial/industrial permits are generally 1.5% of the construction costs.
- Building Permits are available at City Hall, or are located on the City's website, at [www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us) under the Land Use/Planning tab.
- Sign Permits are considered a structural permit, **applicable to** ~~for~~ all commercial and industrial businesses in Harrisburg.

### Demolition Permit:

- Removal of any structure within the City of Harrisburg requires a demolition permit to be issued. The fee is \$60.00 for the City permit. If you are not replacing the demolished structure with another, then water meters must be removed and sewer service must be capped.
- An asbestos survey is required for all demolitions, and must be performed by an accredited inspector. Any asbestos on the premise must be removed prior to destruction, and a certification by a licensed asbestos contractor must be provided to the City.
- The City must inspect the property after everything has been demolished.

### Electrical Permits:

- Fees are set by the State of Oregon. ~~All electrical permits must be obtained from the Linn County Planning and Building Department/Junction City. Electrical Permits are reviewed and issued through the City's partnership with Junction City.~~

### Fence Permit:

- Residential fence plans and permits are required for all fences, up to 7' tall. The fence permit is available at City Hall, or on-line at [www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us) under the Land Use/Planning tab.
- Residential Fence Permits are free, if the fence is less than 7' tall and doesn't require a building permit.
- Fences over 7' tall require a building permit and must be inspected to meet building code requirements. Fences of any height for commercial and industrial properties require a building permit.

### Fill Permit:

Fill permits are required if:

- Your project is more than 520 cubic yards of fill;
- The fill will be more than one foot in depth on a buildable lot; or
- Fill will impact drainage on another lot.

Fill projects for 100 or more cubic yards will be required to pay actual costs for the review of the plans. The plans shall be submitted by an Oregon licensed engineer for review and stamp, before being submitted to the City. Plans for 5,000 or more cubic yards require an engineering review.

Fill permit standards will be changed effective on July 1, 2021. Please contact the City if you wish to acquire fill after this date for instructions.

### Mobile Home Placement Permits:

Mobile Home Placement Permits are required whether the mobile home is being placed in a mobile home park, or on a standard City lot. The City does allow mobile homes on standard lots, as long as the standards of HMC 18.75 are met. Placement Permits are issued by the City of Harrisburg, over the counter.

### Parade Permit:

All Parades using the local streets are required to obtain a permit, which must be approved by the City Council. There is currently no fee charged for a Parade Permit. Any parade crossing Hwy 99E will also require an ODOT permit to be filed. Contact the City Administrative Staff for more information.

### Plumbing, Mechanical and Specialty Code Permits:

Fees are set by the Linn County Building Department, or the City of Junction City, after July 1, 2021, through an agreement with the City of Harrisburg.

- All plumbing, mechanical, and specialty code work within the City of Harrisburg requires a permit to be issued prior to proceeding with plumbing or mechanical improvements.
- All residential permits are issued by the City of Harrisburg, over the counter. Inspections are provided via contract with Linn County Planning & Building or Junction City, after July 1, 2021.

- Fireplace and Woodstove permits are considered a mechanical permit.

### Public Event Permit:

Public Event Permits are required in order to meet minimum standards in order to protect the peace, health, safety and welfare of individuals attending an event, and to ensure that they don't create unreasonable problems for neighbors or the community at large.

A public event is any activity where:

- People are permitted, or invited to attend and where a fee is charged; or
- A voluntary contribution is solicited or paid for the privilege of attending; or
- Any money is raised or items are sold to defray the expenses of such events, unless exempted by City ordinance standards; or
- Is an event which is required to obtain a permit from Linn County pursuant to the Linn County Outdoor Assembly Peace, Health, Safety, and Welfare Code, found in Linn County Code Chapter 580.

Exemptions for a public event permit are applicable to the following:

- Any assembly or event likely involving less than 100 attendees, concluding on the same day that it begins and ends.
- Any public school or school district, or educational or training event sponsored or directed by a state sanctioned educational institution.
- An event located primarily in or occupies a permanent structure and facilities when they have been designed for that activity, accommodates the number of people reasonably expected to attend the activity, or has been approved for such activities through a land use process with the City.
- Any assembly under the auspices or approved by any local, state, or federal governmental entity or agency, or allowed under free speech provisions of the Oregon Constitution, or United States Constitution
- Any assembly regulated by Linn County as an outdoor assembly under Chapter 580 of the Linn County Code.

### Right-of-Way Permit:

It is unlawful for any person to perform work affecting the public right-of-way without first obtaining a Right-of-way Permit from the City. Work affecting the public right-of-way includes, but is not limited to; excavation, construction, reconstruction, repair, grading, oiling, or placing or erecting structures or signs. It includes but is not limited to; work relating to a street, sidewalk, curb, gutter, driveway, culvert, ditch, or underground utility lines.

- Permit Fee and Application must be received by the City prior to any work commencing on your property.
- Application submittals to the City will include plans and drawings of the proposed work. City specifications for curbs, gutters, sidewalks, driveways, and other infrastructure must be followed. Contact the Public Works Director for City Specifications.



- Please allow a three-day period from the time of submittal until approval of the permit.
- Complicated right-of-way permits require engineering review and accompanying actual costs for the review. The time frame for these reviews can be substantial.

### Sound Amplification Permit:

This fee is charged for sound amplification events, such as a private band at a party located at a residential home.

- If a fee has been charged for a related activity or event, such as a Special Event permit fee or land use fee, no additional fee shall be charged for a Sound Amplification Permit.
- Government and Non-Profit Organizations are exempt from the fee, but not from the application process.

### Public Improvement Requirements:

Any kind of improvement or development on your property could trigger the requirement to bring the rest of your property up to City Code requirements. If your property currently lacks curbs, gutters, or sidewalks, or does not have a required garage or carport with a paved driveway, you may be required to install any of these at the time of development.

When the improvements are located in a public right-of-way, a right-of-way permit is required to be obtained prior to beginning the work. To determine if your development project will trigger a public improvement requirement, please contact administrative staff at the City of Harrisburg. If the City determines that your development requires improvement, but the elevations or conditions of the street don't allow it to be installed, then you will be required to fill out a Waiver of Remonstrance with the City. There is a recording fee required to be submitted with a Waiver of Remonstrance.

### Photo Copies:

City Hall does not allow public use of the copy or fax machine. The Harrisburg Public Library does allow public use of the copy machine. ~~There are set fees for the use of this equipment, and the~~

~~The H.A.R.T. Community Center also has both a copier as well as a fax machine. There are set fees for the use of these facilities and equipment. The H.A.R.T. Community Center is a separate organization from the City of Harrisburg, and charges their own fees.~~

### Public Record Request:

There is a form on-line for requesting a public record. Many records are available online, and a request that can be processed within a half hour, and that is transmitted electronically, could potentially not result in a charge. Public Disclosure Requests that exceed \$25 in value will



require pre-payment before they are processed. Applicants are contacted if the actual research time will extend beyond the original estimation of time. More information and the form itself is located here: <http://www.ci.harrisburg.or.us/administration/page/public-records-requests>

# Rentals

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### Gazebo:

The Harrisburg Gazebo is a beautiful structure that as part of Riverfront Park can be used by anyone (except when reserved) at any time for no fee. Food and Drink are not allowed in the gazebo, but it's a great place to be married! If you'd like to reserve the gazebo for your special event, please contact City Hall for availability. There is an application, plus cleaning deposit, and rental fee for reserving the gazebo. Reserving the gazebo includes power.

### Harrisburg Municipal Center:

The Harrisburg Municipal Center is available for rent. It can hold up to 185 people, and has a small kitchen available, as well as general restrooms. There is an application, plus a cleaning deposit and rental fee for reserving the ~~Justice~~Municipal Center Hall. The auditorium area will be evaluated after your event with a checklist; your deposit will be returned to you if the room is sufficiently clean, and all chairs are replaced.

### Heritage Park Picnic Pavilion:

Contact the Museum Board for Rental of the Picnic Pavilion. There is a fee for using the Picnic Pavilion.

### Skate Park Reservation:

The Harrisburg Skate Park can be reserved for a Special Event for a minimum of two hours.

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### Small or Miniature Animal Livestock Fee:

Livestock is allowed in the City, but only on lots that are large enough to accommodate them. (Minimum 30,000 square feet (Approximately three-fourths of an acre)). The property must be fenced, and there is a limit of livestock based on the total square footage. In addition, being located inside of the City has other requirements, especially in relation to sanitation, and location of animal shelters. No barns, stables, or roofed structures for shelter of livestock can be located closer than 60 feet to any adjacent dwelling, or 25 feet to your own.

A miniature farm animal is allowed on property less than 30,000 square feet, as long as your property is at least one-half acre in size. There are permit requirements, and notice must be

sent to neighboring property owners. This permit does have a fee that is charged to cover staff time in processing.

Street Trees Fees:

Street Trees are required by subdivision standards and can be required as part of a development agreement. A property owner is responsible for sidewalks and planting strips (including those with street trees) that are abutting their property.

Systems Development Charges:

System Development Charges (SDC's) are charged per dwelling unit or are based on new commercial & industrial construction. SDC's are typically charged by cities to have new developments in the City help to pay for increased demand on a City's infrastructure. SDC's are typically charged for development, which includes construction or placement of a structure or addition, connection to the City sewer or water system, or on non-residential property, creating more than 500 square feet of non-permeable surface. SDC's are due in their entirety when the building permit is picked up, when an annexation occurs, or connection to City services is completed.

- Standard Residential SDC: Charges are currently \$13,107 per dwelling unit.
- Commercial/Industrial SDC's: Are based upon current adopted methodology. Please see Resolution No. 1250.

Utility Fees, Rates and Information

Sewer Connections Required

When a City sanitary line does become available to property which has not previously been connected to City sanitary sewer or property which has been declared a health hazard, the property owner shall be given 180 days to connect to the City sanitary sewer line.

- All connections shall be made by a licensed sewer installer, who has been approved by the City.
- The Public Works Director or Foreman must approve all permits before work is started and must inspect all sewer connections before work is covered.

Sewer Fees

Actual costs apply if the sewer service is not already stubbed out to the property. The fee is determined by Council resolution, located at the end of this document.

Monthly Sewer Rates:

SEWER RATES	FEE
Minimum Charge	\$21.18

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Sewer User Fee	\$7.68 per EUU*
Discontinued Service Minimum Charge	\$21.18
Sewer only accounts, only if the City has installed a water meter on the well.	\$3.58
Sewer only accounts without City water, or a water meter installed on the well.	The sewer service shall be based upon 5 units of water, per person, per household, per month

\*An EUU is equal to 748 gallons of metered water

### Determination of Sewer Rates

**Residential Customers:** Billing is based upon the amount of water used during the months of November through April. Residential customers shall be billed based upon the lesser of (1) the amount of water used during the month or (2) their wintertime average. Sewer rates are adjusted effective May 1<sup>st</sup> of each year based upon the wintertime average.

#### RESIDENTIAL CUSTOMERS WITHOUT A SIX MONTH WINTERTIME AVERAGE ARE BILLED ON THE LESSER OF:

- The amount of water used during the month, or
- A wintertime average based upon the length of time the customer has been at the residence if it is less than 6 months, but not less than two months, or
- A presumed water usage of 2.81 EUU's\* per household resident 6 years and older.

**Non Residential Customers:** Charges are for sanitary sewer service based upon the number of EUU's of water usage each month. However, if the customer provides information to the satisfaction of the City that more than 50 percent of the water consumed is not going into the sanitary sewer system, then the City can charge for sanitary sewer services based upon one of these alternative billing methods.

#### NONRESIDENTIAL CUSTOMERS THAT HAVE PROVIDED SATISFACTORY PROOF OF WATER CONSUMPTION OUTSIDE OF THE SANITARY SEWER SYSTEM CAN BE CHARGED AS FOLLOWS:

- A secondary meter can be installed at the customers expense, or another method that can more accurately measure the number of EUU's of water going into the sanitary system, as determined by the City, or
- The City has determined that it's reasonable and appropriate to use the wintertime average that is typically used for residential customers.

**Sewer Only Rates:** Shall be billed as follows:

- At the rate of 5.0 EUU's per household resident six years old or older; or
- Based upon the actual numbers of EUU's if a meter can be installed that can accurately reflect the number of EUU's that can be charged.

### Payment Security:

All customers are required to pay a security deposit at the time of application for sewer service in the following amounts:

- For single family residential sewer service, the applicant shall pay a \$50.00 deposit.
- For other sewer service, the applicant will pay a security deposit equal to the greater of \$50.00, or the monthly average water bill for a similar customer, as calculated during the previous three months and rounded to the higher even dollar amount.

### Refund of Deposit

- At termination of sewer service, the security deposit will be refunded to the depositor after all outstanding bills and damage costs
- ~~After two (2) years, if all sewer charges have been paid in a regular and timely basis, the deposit will be applied to applicant's utility account.~~
- ~~the depositor/owner shall be granted a refund of the deposit.~~
- At renter-occupied locations, the deposit shall be refunded after the account has been closed and any outstanding charges have been paid.

### Septic Systems:

- It is unlawful to construct or maintain a private sanitary sewer system within the corporate limits of the City or in an area under the jurisdiction of the City. If a residence is on a septic system and is able to connect to the City's sewer system, then all other existing sewage facilities must be abandoned and filled with suitable material.
- If existing structures are too low to be served by an available sewer, then a resident is required to contact the Public Works Director for direction.

### Service outside the City limits

The charge to customers outside the City shall be double the regular Harrisburg sewer rate.

### Temporary Service

- The charge for temporary service shall be at the established rate for other customers. The actual cost is charged for installation of a meter, and a deposit will be charged.

### Miscellaneous Sewer Fees

There are fees charged for miscellaneous sewer services, including the following:

- Capping of the sewer line
- Restoration of service after capping
- Discontinuance of Service
- Sewer Service Restoration
- Repair of damaged sewer lines
- Damage to sewer mains & facilities
- Tag Fee
- Turn on Fee

- Service Deposits

### Storm Drainage Rates:

TYPE OF CUSTOMER	RATES
Residential Customers	\$3.60 per month - per dwelling unit
Non-Residential Customers	7% of previous month's sanitary sewer fee per month subject to a minimum fee of \$3.60 and a maximum fee of \$95.15

### Water Connection Requirements:

- All property with new construction shall be required to have or make connections to the City water system, if it is available, and if not covered by another ordinance.
- When City water is available to the property and the property is on an existing well, the property owner is required to connect to City water within six months when there is:
  - Change in Ownership; or
  - Change in Occupancy; or
  - A Declared health hazard
- Water meters are installed by the City Public Works Department.

### Water Fees:

Actual costs apply if the water service is not already stubbed out to the property. The fee is determined by Council resolution, located at the end of this document.

### Monthly Water Rates:

#### Residential Customers

\*EUU's are equal to 748 gallons of metered water

TYPE OF CHARGE	FEE
Base Rate – minimum charge	\$21.30
Plus per EUU *	\$1.74 per EUU*

#### Mobile Park/Apartment Customers:

TYPE OF CHARGE	FEE
Base Rate – minimum charge	\$21.30 x the number of spaces in Occupied Mobile Park or number of Apartments
Plus per EUU *	\$1.74 per EUU*

#### Commercial Customers:

TYPE OF CHARGE	FEE
5/8" meter	Base Rate of \$26.13 per month plus \$2.10 per EUU
¾" meter	Base Rate of \$27.74 per month plus \$2.10 per EUU
1" meter	Base Rate of \$34.14 per month plus \$2.10 per EUU
1 ½" meter	Base Rate of \$42.17 per month plus \$2.10 per EUU
2" meter	Base Rate of \$50.20 per month plus \$2.10 per EUU

3" meter	Base Rate of \$66.29 per month plus \$2.10 per EUU
4" meter	Base Rate of \$82.33 per month plus \$2.10 per EUU
6" meter	Base Rate of \$106.41 per month plus \$2.10 per EUU

#### Government Customers:

Rates are charged as follows:

TYPE OF CHARGE	FEE
1" TO 2" Base Fee	\$34.14 per month plus \$1.75 per EUU
3" Base Fee	\$50.20 per month plus \$2.10 per EUU
4" Base Fee	\$66.29 per month plus \$2.10 per EUU
6" Base Fee	\$82.33 per month plus \$2.10 per EUU

#### Service Outside of Harrisburg City Limits:

The charge to customers outside of the City shall be double the regular Harrisburg rate

#### Bulk Water Purchases:

\$4.86 per 1,000 gallons

#### Unmetered Service:

It shall be the policy of the City that all water service be metered. However, at its discretion, the City may furnish unmetered water to a user until a meter is provided; in such cases, the water service fee shall be set in the application portion of the resolution establishing fees and rates.

#### Payment Security:

All customers are required to pay a security deposit at the time of application for water service in the following amounts:

- For single family residential water service, the applicant shall pay a \$50.00 deposit.
- For Other water service, the applicant shall pay a security deposit equal to the greater of \$50.00, or the monthly average water bill for a similar water customers, as calculated during the previous three months and rounded to the higher ven dollar amount.

#### Refund of Deposit

- At termination of water service, the security deposit will be refunded to the depositor after all outstanding bills and damage costs have been deducted.
- After two (2) years, if all water charges have been paid in a regular and timely basis, the deposit will be applied to applicant's utility account.
- ~~the depositor shall be granted a refund of the deposit.~~
- At renter-occupied locations, the deposit shall be refunded after the account has been closed and any outstanding charges have been paid.

#### Miscellaneous Water Fees

There are fees charged for miscellaneous sewer services, including the following:

- Service Installation
- Meter Drop-In
- Service Deposit
- Tag Fee
- Turn on Fee
- Testing water meters at the users request.
- Restoration, reconnection charge for delinquent monthly payments
- Moving or altering meter.
- Repair of damage to water meter or City lines
- Installation of a meter on a well.

Wells:

Wells are allowed within the City limits, but a residence will remain attached to the City water service and will be charged a monthly base fee plus usage if applicable. All wells (including those used only for irrigation purposes) are required by state law to have a backflow device, which must be installed and certified on an annual basis by a certified and licensed well digger. Backflow devices require a plumbing permit for installation.

## Standard Fee Schedule for City Services

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



Ordinance	Subject	Fee
5.25.030	Street & Sidewalk Vendor License	\$75.00
6.05.110.2	Small or Miniature Livestock Fee	\$50.00
9.20.030 9.55.110	Sound Amplification Permit	\$30.00
9.50.040	Public Dance License <ul style="list-style-type: none"> <li>Annual fee</li> <li>Amount refunded if no dance held</li> <li>Fee per public dance</li> </ul>	\$325.00 \$250.00 \$50.00
9.52.050	Public Event Application Fee <ul style="list-style-type: none"> <li>500 or less people</li> <li>More than 500 people</li> </ul>	\$165.00 \$250.00
12.10.010 13.05.050 17.35.070 18.15.020 18.20.010 18.22.020	Waiver of Remonstrance recording fee	\$105 First Page, \$5 per additional page, \$5 Administrative Fee
12.15.040	Right-of-Way Permit	\$50.00 + actual costs
12.20.010	Street Trees Purchase and Planting per Tree	\$300.00
13.10.030	Sewer System Fees <ul style="list-style-type: none"> <li>Sewer Connection</li> <li>Service Deposit</li> <li>Delinquent Accounts</li> <li>Tag Fee</li> <li>Turn on Fee</li> </ul>	\$225.00 \$50.00  \$20.00 / tag \$30.00
13.15.030	Water System Fees <ul style="list-style-type: none"> <li>Service Installation</li> <li>Meter Drop-in <ul style="list-style-type: none"> <li>¾" inch</li> <li>1" inch</li> </ul> </li> <li>Meter on Well</li> <li>Service Deposit</li> <li>Delinquent Accounts</li> <li>Tag Fee</li> <li>Turn on Fee</li> <li>Testing Water Meter (user request)</li> <li>Moving or altering meter</li> <li>Repair or damage to water meter or city lines</li> </ul>	\$1,335.00 or actual costs whichever is greater  \$360.00 \$415.00 \$450.00 \$50.00  \$20.00 / tag \$30.00 Actual Cost (\$50 min.) Actual Cost Actual Cost
15.05.140	Fill permit <ul style="list-style-type: none"> <li>50 – 99 cubic yards</li> <li>100 – 4,999 cubic yards</li> <li>5,000 or more cubic yards</li> </ul>	\$60.00 \$425.00 + actual costs \$425.00 + actual costs
15.20.110	Flood Hazard Development Permit	\$275.00
18.125.110	Land use <ul style="list-style-type: none"> <li>Annexation</li> </ul>	\$1,800.00 \$750.00

Ordinance	Subject	Fee
	<ul style="list-style-type: none"> <li>• Appeal to Planning Commission or City Council</li> <li>• Comprehensive Plan Map Amendment</li> <li>• Conditional Use Permit</li> <li>• Historic Permits <ul style="list-style-type: none"> <li>Resource Alteration</li> <li>Resource Demolition</li> <li>Historic Review – District</li> </ul> </li> <li>• Legal Lot Determination</li> <li>• Measure 37 Claim</li> <li>• Property Line Adjustment</li> <li>• Partition (Minor/Major) / Replat ≤3 lots</li> <li>• Site Plan</li> <li>• Site Plan – Parking lot only</li> <li>• Subdivision / Replat &gt;3 Lots</li> <li>• Vacation of street, alley or easement</li> <li>• Variance (minor)</li> <li>• Variance (major)</li> <li>• Zone Map Change</li> <li>• Zoning Ordinance Text Amendment</li> </ul>	<ul style="list-style-type: none"> <li>\$2,000.00</li> <li>\$1,500.00</li> <li></li> <li>\$100.00</li> <li>\$550.00</li> <li>\$25.00</li> <li>\$150.00</li> <li>\$1,250.00</li> <li>\$500.00</li> <li>\$1,500.00</li> <li>\$950.00</li> <li>\$250.00</li> <li>\$2,500.00 + \$35.00/lot</li> <li>\$975.00</li> <li>\$425.00</li> <li>\$1,000.00</li> <li>\$1,750.00</li> <li>\$1,125.00</li> </ul>
<b>Miscellaneous Fees:</b>		
	Public Works Crew Rates <ul style="list-style-type: none"> <li>• Labor</li> <li>• Administrative Fee</li> <li>• Drivable Equipment</li> <li>• Other Power Equipment</li> <li>• Contracted Services</li> <li>• Grass Cutting</li> </ul>	<ul style="list-style-type: none"> <li>\$65.00 / hr</li> <li>20% of Labor</li> <li>\$25.00 / hr</li> <li>\$10.00 / hr</li> <li>\$ actual costs + 20%</li> <li>\$75.00 / hr</li> </ul>
	Gazebo Rental – 4 hours	\$125.00
	• Refundable deposit	\$300.00
	Municipal Center Meeting Room rental – 4 hours	\$125.00
	• Refundable deposit	\$300.00
	Skate Park Reservation – two hours	\$100.00
	Notary fees <ul style="list-style-type: none"> <li>• Acknowledgement</li> <li>• Verification or affirmation</li> <li>• Certifying copy or witnessing signing</li> <li>• Administer oath or affirmation</li> </ul>	<ul style="list-style-type: none"> <li>\$10.00</li> <li>\$10.00</li> <li>\$10.00</li> <li>\$10.00</li> </ul>
	Depositions per page	\$1.00
	NSF check	\$25.00
	Enterprise Zone Pre-authorization	\$250.00
<b>Municipal Court Fees</b>		
2.05.080	Payment Arrangement Fee	\$25.00
	Suspension Fee	\$15.00
	Dismissal Fee	Subject to Violation Class
	Show Cause Fee	\$50.00

Ordinance	Subject	Fee
	Warrant Fee	\$100.00
	Collection Fee	\$25.00
	3 <sup>rd</sup> Party Collection Agency Fee	Subject to ORS 137.118 & Agency's Commission

## Building Permits Fee Schedule

Item	Fee	Set By
Commercial & Residential Permits	Based on total valuation	JCMC 15.05/Res
State surcharge of 12% added to the total and a plan check fee which is 65% of the permit fee		

### Electrical Permit

Item	Fee	Set By
New Residential Single or Multi-family Dwelling		
1,000 sq. ft. or less	\$117	JCMC 15.05/Res
Each additional 1,500 sq. ft. or portion	\$21	JCMC 15.05/Res
Limited Energy (Residential)	\$27.50	JCMC 15.05/Res
Limited Energy (Non-Residential)	\$27.50	JCMC 15.05/Res
Each Manufactured or Modular Dwelling, Service, and/or Feeder	\$69	JCMC 15.05/Res
Services or Feeders Installation, Alteration, and/or Relocation		
200 amps or less	\$87	JCMC 15.05/Res
201 amps to 400 amps	\$103	JCMC 15.05/Res
401 amps to 600 amps	\$172	JCMC 15.05/Res
601 amps to 1,000 amps	\$224	JCMC 15.05/Res
Over 1,000 amps or volts	\$516	JCMC 15.05/Res
Reconnect Only	\$69	JCMC 15.05/Res
Temporary Services or Feeders Installation, Alteration, and/or Relocation		
200 amps or less	\$69	JCMC 15.05/Res

201 amps to 400 amps	\$95	JCMC 15.05/Res
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
601 amps to 1,00 amps	\$200	JCMC 15.05/Res
Over 1,000 amps or volts	\$465	JCMC 15.05/Res
<b>Branch Circuits</b>		
Branch Circuits with Service or Feeder Fee, each Branch	\$4.40	JCMC 15.05/Res
Branch Circuits without Service or Feeder Fee, each Branch Unit	\$59	JCMC 15.05/Res
Each Additional Branch Circuit	\$4.40	JCMC 15.05/Res
<b>Miscellaneous</b>		
Pump or Irrigation Cycle	\$69	JCMC 15.05/Res
Sign or Outline Lighting	\$69	JCMC 15.05/Res
Signal Circuit(s) or Limited Energy Panel, Alteration, or Extension	\$69	JCMC 15.05/Res
Each Additional Inspection	\$60.50	JCMC 15.05/Res
<b>Limited Energy Permits (Residential)</b>		
Fee for All Systems*	\$27.50	JCMC 15.05/Res
<b>Limited Energy Permits (Commercial)</b>		
Audio and Stereo Systems	\$27.50	JCMC 15.05/Res
Boiler Controls	\$27.50	JCMC 15.05/Res
Clock Systems	\$27.50	JCMC 15.05/Res
Data Telecommunication Installation	\$27.50	JCMC 15.05/Res
Fire Alarm Installation	\$27.50	JCMC 15.05/Res
HVAC	\$27.50	JCMC 15.05/Res
Instrumentation	\$27.50	JCMC 15.05/Res
Intercom and Paging Systems	\$27.50	JCMC 15.05/Res
Landscape Irrigation Control	\$27.50	JCMC 15.05/Res

Medical	\$27.50	JCMC 15.05/Res
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
Outdoor Landscape Lighting	\$27.50	JCMC 15.05/Res
Protective Signaling	\$27.50	JCMC 15.05/Res
State surcharge of 12% added to the total		

*\*These include audio and stereo, burglar alarm, garage door opener, heating, ventilation, air conditioning, and vacuum systems*

## Mechanical Permits

Item	Fee	Set By
State surcharge of 12% added to the total and a minimum permit fee of \$79.75		
<b>Residential Equipment/System Fees</b>		
Heating/Cooling		
Furnace Add-On Air Conditioning	\$19	JCMC 15.05/Res 1171
Gas Heat Pump	\$15.40	JCMC 15.05/Res 1171
Duct Work	\$15.40	JCMC 15.05/Res 1171
Hydronic Hot Water System	\$15.40	JCMC 15.05/Res 1171
Residential Boiler	\$11	JCMC 15.05/Res 1171
Unit Heaters (fuel-type, not electric), in-wall, in-duct, suspended, etc.	\$11	JCMC 15.05/Res 1171
Flue/Vent for any of the Above	\$11	JCMC 15.05/Res 1171
Other Fuel Appliances		
Water Heater	\$11	JCMC 15.05/Res 1171
Gas Fireplace	\$11	JCMC 15.05/Res 1171
Flue Vent for Water Heater or Gas Fireplace	\$11	JCMC 15.05/Res 1171
Log Lighter (gas)	\$11	JCMC 15.05/Res 1171
Wood/Pellet Stove	\$11	JCMC 15.05/Res 1171

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Wood Fireplace/Insert	\$11	JCMC 15.05/Res 1171
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
<b>Environmental Exhaust and Ventilation</b>		
Range Hood/Other Kitchen Equipment	\$11	JCMC 15.05/Res
Clothes Dryer Exhaust	\$11	JCMC 15.05/Res
Single-Duct Exhaust	\$7.40	JCMC 15.05/Res
Attic/Crawl Space Fans	\$7.40	JCMC 15.05/Res
Other	\$6.30	JCMC 15.05/Res
<b>Fuel Piping</b>		
First Four	\$5.90	JCMC 15.05/Res
Each Additional	\$1.10	JCMC 15.05/Res
Furnace, etc.	\$15.40	JCMC 15.05/Res
Gas Heat Pump	\$15.40	JCMC 15.05/Res
Wall/Suspended/Unit Heater	\$15.40	JCMC 15.05/Res
Water Heater	\$11	JCMC 15.05/Res
Fireplace	\$11	JCMC 15.05/Res
Range	\$11	JCMC 15.05/Res
Barbecue	\$11	JCMC 15.05/Res
Clothes Dryer (gas)	\$11	JCMC 15.05/Res
<b>Commercial Mechanical Permits (Based on total valuation)*</b>		
\$1 to \$5,000	\$79.75 minimum fee	JCMC 15.05/Res
\$5,001 to \$10,000	\$79.75 for the first \$5,000 (plus \$1.67 for each additional \$100 or fraction thereof, up to and including \$10,000)	JCMC 15.05/Res 1171

\$10,001 to \$25,000	\$163.25 for the first \$10,000 (plus \$1.69 for each additional \$100 or fraction thereof, up to	JCMC 15.05/Res 1171
Item	Fee	Set By
\$25,001 to \$50,000	\$416.75 for the first \$25,000 (plus \$1.60 for each	JCMC 15.05/Res
	\$100 or fraction thereof, up to and including \$50,000)	
\$50,001 and up	\$816.75 for the first \$50,000 (plus \$1.32 for each additional	JCMC 15.05/Res 1171
Other Inspection Fess		
Inspections Outside of Normal Business Hours	\$68.75/Hour/Two Hour Minimum	JCMC 15.05/Res
Inspections for Which No Fee is Indicated	\$68.75/Hour/Half Hour Minimum	JCMC 15.05/Res
Additional Plan Review	\$68.75/Hour/Half Hour Minimum	JCMC 15.05/Res

\*25% plan review fee required on all commercial permits

## Plumbing Permit

Item	Fee	Set By
State surcharge of 12% added to the total and a minimum permit fee of \$79.75		
New Single and Two-Family Dwelling		
Single Family Residential (SFR) 1 Bath	\$274.10	JCMC 15.05/Res
SFR 2 Bath	\$385	JCMC 15.05/Res
SFR 3 Bath	\$438.90	JCMC 15.05/Res
Each Additional Bath/Kitchen	\$274.10	JCMC 15.05/Res
Site Utilities		
Catch Basin or Area Drain	\$18.30	JCMC 15.05/Res
Drywell, Leach Line, or Trench Drain	\$18.30	JCMC 15.05/Res
Manholes	\$18.30	JCMC 15.05/Res



Rain Drain Connector	\$18.30	JCMC 15.05/Res
Fixtures or Items		
Absorption Valve	\$18.30	JCMC 15.05/Res
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
Dishwasher	\$18.30	JCMC 15.05/Res
Drinking Fountain	\$18.30	JCMC 15.05/Res
Ejectors/Sump	\$18.30	JCMC 15.05/Res
Expansion Tank	\$18.30	JCMC 15.05/Res
Fixture/Sewer Cap	\$18.30	JCMC 15.05/Res
Floor Drain/Floor Sink/Hub	\$18.30	JCMC 15.05/Res
Garbage Disposal	\$18.30	JCMC 15.05/Res
Hose Bib	\$18.30	JCMC 15.05/Res
Ice Maker	\$18.30	JCMC 15.05/Res
Interceptor/Grease Trap	\$18.30	JCMC 15.05/Res
Primer	\$18.30	JCMC 15.05/Res
Roof Drain (commercial)	\$18.30	JCMC 15.05/Res
Sink/Basin/Lavatory	\$18.30	JCMC 15.05/Res
Tub/Shower/Shower Pan	\$18.30	JCMC 15.05/Res
Urinal	\$18.30	JCMC 15.05/Res
Water Closet	\$18.30	JCMC 15.05/Res
Water Heater plus a Mechanical Permit	\$18.30	JCMC 15.05/Res
Laundry Tray	\$18.30	JCMC 15.05/Res
Washing Machine	\$18.30	JCMC 15.05/Res

Floor Drain/Floor Sink (2", 3", or 4")	\$18.30	JCMC 15.05/Res
MFG Home New Water Service	\$51	JCMC 15.05/Res
MFG Home New San./Storm Sewer	\$51	JCMC 15.05/Res
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
Other Fixtures	\$18.30	JCMC 15.05/Res
Sewer		
1 <sup>st</sup> 100'	\$60.50	JCMC 15.05/Res
Each Additional 100'	\$51	JCMC 15.05/Res
Water Service		
1 <sup>st</sup> 100'	\$60.50	JCMC 15.05/Res
Each Additional 200'	\$51	JCMC 15.05/Res
Storm & Rain Drain		
1 <sup>st</sup> 100'	\$60.50	JCMC 15.05/Res
Each Additional 100'	\$51	JCMC 15.05/Res
Commercial Backflow Prevention Device	\$51	JCMC 15.05/Res
Residential Backflow Prevention Device	\$30.30	JCMC 15.05/Res
Catch Basin	\$18.30	JCMC 15.05/Res
Inspection of Existing Plumbing or Specially Requested Inspections	\$68.75	JCMC 15.05/Res
Rain Drain, Single Family Dwelling	\$71.75	JCMC 15.05/Res
Grease Traps	\$18.30	JCMC 15.05/Res

### Miscellaneous Permits

Item	Fee	Set By
Appeal of a Civil Administrative Penalty	\$250.00	JCMC 15.05/Res
Medical Gas Systems (Based on Total Valuation)		

\$1 to \$5,000	\$79.75/Minimum	JCMC 15.05/Res
\$5,001 to \$10,000	\$72.50 for the first \$5,000 and \$1.67 for each additional \$100 or fraction thereof, to and including	JCMC 15.05/Res 1171
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
\$25,001 to \$50,000	\$416.75 for the first \$25,000 and \$1.60 for each additional \$100 or fraction thereof, to an including	JCMC 15.05/Res 1171
\$50,000 and up	\$816.75 for the first \$50,000 and \$1.32 for each additional \$100 or fraction thereof	JCMC 15.05/Res 1171
<b>Residential Fire Suppression Permit (Multipurpose or Continuous Loop)</b>		
0 to 2,000 Sq. Ft.	\$126.50	JCMC 15.05/Res
2,001 to 3,600 Sq. Ft.	\$176.00	JCMC 15.05/Res
3,601 to 7,200 Sq. Ft.	\$242.00	JCMC 15.05/Res
7,201 Sq. Ft. and Greater	\$339.90	JCMC 15.05/Res
<b>Residential Fire Suppression Permit (Stand Alone System)</b>		
0 to 2,000 Sq. Ft.	\$206.25	JCMC 15.05/Res
2,001 to 3,600 Sq. Ft.	\$255.75	JCMC 15.05/Res
3,601 to 7,200 Sq. Ft.	\$321.00	JCMC 15.05/Res
7,201 Sq. Ft. and Greater	\$419.65	JCMC 15.05/Res
Phased Projects	\$200.00 plus 10% of the total project building permit fee not to exceed \$1500 for each phase	JCMC 15.05/Res 1171
Deferred Submittals	65% of the building permit fee, but no less the \$200	JCMC 15.05/Res
<b>Manufactured Home Placement Permit</b>		
Set Up Permit	\$115.50	JCMC 15.05/Res
Permanent Steps & Skirting	\$11.00	JCMC 15.05/Res

Plumbing Permit	\$157.08	JCMC 15.05/Res
Electrical Permit	Separate	JCMC 15.05/Res
State MH Fee	\$30 .00	JCMC 15.05/Res
Appeal Fee	\$250.00	JCMC 15.05/Res

## Appendix – Sources

Building Permits	Fees are based upon Junction City Municipal Code and Resolutions
Business Licenses	HMC 5.05 & Resolution No. 1254
Social Game Licenses	HMC 5.15 & Resolution No. 1254
Curbs, Gutters and Sidewalk Requirements:	HMC 12.10
Garage Sales:	HMC 5.05
Grass/Vegetation Cutting:	HMC 8.05 & Resolution No. 1254
Gazebo Use & Rental:	Resolution Nos. 542, 1221 & 1254
Harrisburg Municipal Center Rent:	Resolution No. 1254, Council 10.13.99
Heritage Park Rent:	Museum Board is separate from City
Land Use & Development Fees:	Resolution No. 1250
Library Patron Fines and Fees:	HMC 2.20 & Resolution No. 1254
Lien Search Fees:	Resolution No. 1254
Liquor License:	OLCC – ORS 471.313, Resolution No. 1254
Marijuana Tax Rate:	Resolution No. 1092, and 1254
Municipal Court Fees:	Resolution No. 1254
NSF Checks:	Resolution No. 1254
Notary Fees:	Resolution No. 1254
Permits	

Building Permits:	Junction City Code & Fees
Demolition Permit:	HMC 15.05 & Resolution No. 718 & 1254
Electrical Permits:	Junction City Code & Fees
Fence Permit:	HMC 18.80
Fill Permit:	HMC 15.05 & Resolution No. 1254
Mobile Home Placement Permits:	Junction City Code & Fees
Parade Permit:	HMC 10.05, 20.05.270-10.05.300
Plumbing, Mechanical & Specialty Code:	Junction City Code & Fees
Public Event Permit:	HMC 9.52 & Resolution No. 1254
Right-of-Way Permit:	HMC 9.52 & Resolution No. 1254
Second Hand Dealer Permit:	Resolution No. 1254
Sound Amplification Permit:	Resolution No. 1254
Photo Copies:	Resolution No. 1254
Public Dance License:	HMC 9.50 & Resolution No. 1254
Public Record Request:	Resolution No. 1254
Public Records Fee Schedule:	HMC 2.25 & Resolution No. 1254
Skatepark Reservation:	Resolution No. 1254
Small or Miniature Animal Livestock Fee:	HMC 6.05.110.2 & Resolution No. 1254
Street Trees Fees:	Resolution No. 1254
Systems Development Fees:	HMC 12.35 & Resolution No. 1018
Utility Fees:	
Sewer Connections Required:	HMC 13.05
Sewer Fees & Rates:	Resolution No. 579, 1174 & 1254
Monthly Sewer Rates:	Resolutions No. 579, 1174 & 1254
Storm Drainage Rates:	Resolution No. 1106, 1174 & 1254
Water Connections Required:	HMC 13.15

Water Fees & Rates:

Resolutions No. 578, 977 & 1254

## Resolution No. 1254

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

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

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

WHEREAS, the City is updating the current Fee Schedule in order to reflect the new Building Permit Fees that are effective on July 1, 2021; and,

WHEREAS, language in the policy has also been updated to reflect Ordinance Changes that are also effective on July 1, 2021.

NOW, THEREFORE, the City Council:

1. Adopts the Amended City Fee Schedule as shown in **Exhibit A**.
2. Repeals Resolution No. 1223.
3. The date of July 1, 2021 is hereby established as the effective date.

Adopted by the City Council of the City of Harrisburg, Oregon, the 8<sup>th</sup> day of June 2021.

\_\_\_\_\_  
Mayor

ATTEST:

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



# City of Harrisburg Standard Fee Schedule (Land Use, Standard Fees & Utilities)

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# General Fees and Licenses in the City of Harrisburg

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**The fee schedule and resolution for City fees is located at the back of this document.**

## Enterprise Zone Pre-Authorization:

The City of Harrisburg co-manages and operates the Harrisburg Enterprise Zone. This includes acreage located in the City of Harrisburg, the City of Junction City, and property located abutting North Coburg Road, adjacent to I-5. The Zone Manager position in Harrisburg is held by the City of Harrisburg Administrator while the Zone Manager for Junction City is their City Administrator. Enterprise Zones are great resources for business in Oregon, allowing for an exemption from property taxes for new plant and equipment costs, if a business is able to meet the criteria.

## Garage Sales:

Fees are not charged for garage sales. However, garage sales are limited to no more than six days in any one-year period. The City of Harrisburg holds a City Wide Garage Sale in the summer, typically in the month of August. Citizens are encouraged to take advantage of having their sale posted on the City website. Watch the website and social media for the time of this year's City wide sale.

## Land Use & Development Fees:

Land Use and Development Fees are charged for land use projects in the City of Harrisburg. The fee is for the approximate amount of time for staff to process a Land Use Application, as well as for the time it takes for a land use application to be reviewed, and heard by the Planning Commission, and in the case of more complex land use applications, the City Council. Public Hearing Fees are included in the Land Use & Development Fee's.

## Library Patron Fines and Fees:

There is no fee for a family resident card in the City of Harrisburg, and a very low fee for cards held by those that are outside of Harrisburg. Effective July 1, 2021, and continuing through June 30, 2022, the Library will be implementing a one year fine free trial period. Patrons will still be charged for the replacement cost for lost or damaged materials. Violators will lose their right to borrow future materials from the library until their account balance is below \$20.00

# Licenses

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## Business Licenses:

Business Licenses are required for all businesses in Harrisburg, whether it's Commercial, Industrial, a Rental, or a Home Occupation, for example. The City does advertise all businesses in Harrisburg, and keeps a directory on the City website. Business License fees are charged annually, and are billed in December. Licenses are pro-rated for ½ year, if the application is received after July 1<sup>st</sup>. Temporary Business Licenses are required for seasonal businesses, such as Christmas Tree stands, or Fireworks stands. A transfer of a business license to a different owner, or to a different business name, is also charged a small fee.

Apartment Buildings and Landlords of Rental Homes will be charged for each unit offered for rent. A scaled fee is available; 1-10 Rentals will be charged \$10 a rental unit, while 11 or more Rentals will be charged \$110.

Home Occupations, are businesses that are ran from a citizens home. These are typically sales of some sort, such as Avon, Mary Kay, or other types of businesses that operate through parties held in citizen's homes. It can also apply to professional types of businesses, such as Internet sales, like Amazon or E-Bay, accountants, IT businesses, etc. A Home Occupation is secondary to the main use of the home, which is your primary residence. Your home has to maintain the same character as the other homes around it; meaning that you can't store outside materials from the business, and the home should still look like a home. Commercial uses, such as a small café, or anything with a lot of foot traffic, belong only in a commercial zone.

There are other types of licenses, which are explained later in this document. Those include a commercial truck permit, solicitor licenses, a social games license, secondhand dealer license, and street & sidewalk vendor licenses.

## Liquor License:

A liquor license and fee is required as per OLCC for all premises selling liquor in the City of Harrisburg. In addition, citizens in town holding a special event which includes something such as a Beer Garden are required to obtain a temporary liquor license, which is approved by the City Administrator. Commercial Businesses wishing to have a beer garden or wine terrace outside of their establishment are required to obtain a public event permit.

## Public Dance License:

A public dance is any dance not held in a private home or residence, which is open to the general public. Some dances are part of a Public Event, but businesses can sometimes hold a public dance by utilizing a parking lot, or obtaining permission to hold a street dance.

## Secondhand Dealer License:

The applicant for this license will be subject to a criminal background check. In addition, there are specific City forms and processes that are required for purchases of pawned or secondhand goods; and specifically for precious metals, jewelry, coins, firearms, hand and power tools, or any article with a manufacturer's serial number.

Please contact City Administrative Staff for questions in relation to a Secondhand Dealer Permit.

## Social Games Licenses:

The City of Harrisburg requires that anyone dealing cards at a restaurant, bar, tavern, or lounge must be approved by the City of Harrisburg to have a Social Games license. A common and popular type of game right now are poker tournaments, but this also covers blackjack games, or any other type of game held outside of a residence. The person holding the tournament or holding regular games must complete a background check, and must supply a current picture. The license also specifies which location in town that the operator will be holding the games at.

## Solicitation License:

Door to door sales are not allowed in the City limits of Harrisburg, without first obtaining a solicitation license from the City. This license requires a background check; some of the things the City checks for are past arrests, and/or convictions of crimes of violence, sex offenses, narcotics, alcoholic beverage laws and fraud. **Each individual** selling for a company is required to have a solicitation license. Selling door to door without a valid solicitation license is prohibited and can be punishable as a civil infraction or criminal trespass in the second degree in the Harrisburg Municipal Court. Solicitors must also abide by posted no solicitation signs and can only operate only between the hours of 9:00am and 8:00pm. Solicitors are required to carry their City approved license with them, and should display them when they come to a residence.

Harrisburg residents have the right to ask to see the solicitor's license, and are welcome to contact the City, to verify if a solicitor has a license to operate in town. If a resident is approached by a person who is soliciting, but they can offer no evidence of a solicitation license, then the resident can contact the City, or dispatch for the Linn County Sheriff's Office.

## Street & Sidewalk Vendor License:

Licenses are required for businesses that are located on any City street, parking lot, sidewalk, or other public property. This includes vendors that have mobile carts that move to different areas during the time they are in town, such as an ice cream cart. Special Events, such as the 4<sup>th</sup> of July, are administered by an association other than the City. The process for obtaining a license is complex, and there are specific criteria that apply to it. Please call administrative staff if you are interested in this license.

Please note that if you plan on operating a business on the property of another business, such as a temporary business kiosk, or mobile cart in a business parking lot, that along with the permission of that business owner, you'll also need to obtain a temporary business license from

the City of Harrisburg. A business kiosk that is permanent in nature, such as a coffee kiosk, will likely require a land use application.

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### **Lien Search Fees:**

Lien Search Fees are charged for lien searches that are for properties located in the City of Harrisburg. The City utilizes a company called Net Assets, which runs a website called Conduits. Title companies are required to obtain authorization through Net Assets to obtain lien search data for the City on the Conduits website. Information on existing liens can only be released to the owner of the property, or to a company that is going through Conduits for the Lien Search.

### **Marijuana Related Businesses:**

The City of Harrisburg submitted Measure 22-164 to the voters in November, 2016. That measure passed, and prohibits establishment of recreational and medical marijuana facilities of all kinds within the City limits of Harrisburg.

### **Marijuana Tax Rate:**

The City of Harrisburg does have a marijuana tax rate of 0% at this current time that would apply to both medical and recreational marijuana sales, if the prohibition of recreational and medical marijuana facilities were to be changed in the future.

For information in relation to Marijuana facilities, or tax rate, please contact the City Administrator.

### **Municipal Court Fees:**

The Harrisburg Municipal Court has fees in relation to the normal processes for a municipal court. The fees reimburse the City for staff costs involved in processing violations. For more information in relation to these fees, please contact the Municipal Court Clerk.

### **Nuisance Vegetation Removal:**

The City responds to complaints in regards to nuisance vegetation, and also monitors vegetation periodically from spring through fall. City crews will remove nuisance vegetation, after obtaining a court warrant.

Public Works crew rates for removal of nuisances will include labor, plus additional charges for equipment and tools.

### Notary Fees:

The City of Harrisburg does employ a notary public. Hours for the notary public can vary from day to day, and this service may not be available on specific days. Notary Fees are charged per Signature/Stamp Required.

### NSF Checks:

The City of Harrisburg as a public entity does charge a fee for checks that are returned to the City for non-sufficient funds.

## PERMITS

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### Building Permits:

- All Building permits in Harrisburg ***are submitted to and issued by Harrisburg City Hall.*** The City contracts with the City of Junction City to provide a Building Official, who is responsible for plan review and inspection services.
- Fees are set by the City of Junction City, based on types of construction. Residential permits are generally 1% of the construction costs, and commercial/industrial permits are generally 1.5% of the construction costs.
- Building Permits are available at City Hall, or are located on the City's website, at [www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us) under the Land Use/Planning tab.
- Sign Permits are considered a structural permit, applicable to all commercial and industrial businesses in Harrisburg.

### Demolition Permit:

- Removal of any structure within the City of Harrisburg requires a demolition permit to be issued. The fee is \$60.00 for the City permit. If you are not replacing the demolished structure with another, then water meters must be removed and sewer service must be capped.
- An asbestos survey is required for all demolitions, and must be performed by an accredited inspector. Any asbestos on the premise must be removed prior to destruction, and a certification by a licensed asbestos contractor must be provided to the City.
- The City must inspect the property after everything has been demolished.

### Electrical Permits:

- Fees are set by the State of Oregon. Electrical Permits are reviewed and issued through the City's partnership with Junction City.

## Fence Permit:

- Residential fence plans and permits are required for all fences, up to 7' tall. The fence permit is available at City Hall, or on-line at [www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us) under the Land Use/Planning tab.
- Residential Fence Permits are free, if the fence is less than 7' tall and doesn't require a building permit.
- Fences over 7' tall require a building permit and must be inspected to meet building code requirements. Fences of any height for commercial and industrial properties require a building permit.

## Fill Permit:

Fill permits are required if:

- Your project is more than 20 cubic yards of fill;
- The fill will be more than one foot in depth on a buildable lot; or
- Fill will impact drainage on another lot.

Fill projects for 100 or more cubic yards will be required to pay actual costs for the review of the plans. The plans shall be submitted by an Oregon licensed engineer for review and stamp, before being submitted to the City.

## Mobile Home Placement Permits:

Mobile Home Placement Permits are required whether the mobile home is being placed in a mobile home park, or on a standard City lot. The City does allow mobile homes on standard lots, as long as the standards of HMC 18.75 are met. Placement Permits are issued by the City of Harrisburg, over the counter.

## Parade Permit:

All Parades using the local streets are required to obtain a permit, which must be approved by the City Council. There is currently no fee charged for a Parade Permit. Any parade crossing Hwy 99E will also require an ODOT permit to be filed. Contact the City Administrative Staff for more information.

## Plumbing, Mechanical and Specialty Code Permits:

Fees are set by the City of Junction City, through an agreement with the City of Harrisburg.

- All plumbing, mechanical, and specialty code work within the City of Harrisburg requires a permit to be issued prior to proceeding with plumbing or mechanical improvements.
- All residential permits are issued by the City of Harrisburg, over the counter. Inspections are provided via contract with Junction City.
- Fireplace and Woodstove permits are considered a mechanical permit.

## Public Event Permit:

Public Event Permits are required in order to meet minimum standards in order to protect the peace, health, safety and welfare of individuals attending an event, and to ensure that they don't create unreasonable problems for neighbors or the community at large.



A public event is any activity where:

- People are permitted, or invited to attend and where a fee is charged; or
- A voluntary contribution is solicited or paid for the privilege of attending; or
- Any money is raised or items are sold to defray the expenses of such events, unless exempted by City ordinance standards; or
- Is an event which is required to obtain a permit from Linn County pursuant to the Linn County Outdoor Assembly Peace, Health, Safety, and Welfare Code, found in Linn County Code Chapter 580.

Exemptions for a public event permit are applicable to the following:

- Any assembly or event likely involving less than 100 attendees, concluding on the same day that it begins and ends.
- Any public school or school district, or educational or training event sponsored or directed by a state sanctioned educational institution.
- An event located primarily in or occupies a permanent structure and facilities when they have been designed for that activity, accommodates the number of people reasonably expected to attend the activity, or has been approved for such activities through a land use process with the City.
- Any assembly under the auspices or approved by any local, state, or federal governmental entity or agency, or allowed under free speech provisions of the Oregon Constitution, or United States Constitution
- Any assembly regulated by Linn County as an outdoor assembly under Chapter 580 of the Linn County Code.

### Right-of-Way Permit:

It is unlawful for any person to perform work affecting the public right-of-way without first obtaining a Right-of-way Permit from the City. Work affecting the public right-of-way includes, but is not limited to; excavation, construction, reconstruction, repair, grading, oiling, or placing or erecting structures or signs. It includes but is not limited to; work relating to a street, sidewalk, curb, gutter, driveway, culvert, ditch, or underground utility lines.

- Permit Fee and Application must be received by the City prior to any work commencing on your property.
- Application submittals to the City will include plans and drawings of the proposed work. City specifications for curbs, gutters, sidewalks, driveways, and other infrastructure must be followed. Contact the Public Works Director for City Specifications.
- Please allow a three-day period from the time of submittal until approval of the permit.
- Complicated right-of-way permits require engineering review and accompanying actual costs for the review. The time frame for these reviews can be substantial.

### Sound Amplification Permit:

This fee is charged for sound amplification events, such as a private band at a party located at a residential home.

- If a fee has been charged for a related activity or event, such as a Special Event permit fee or land use fee, no additional fee shall be charged for a Sound Amplification Permit.
- Government and Non-Profit Organizations are exempt from the fee, but not from the application process.

### **Public Improvement Requirements:**

Any kind of improvement or development on your property could trigger the requirement to bring the rest of your property up to City Code requirements. If your property currently lacks curbs, gutters, or sidewalks, or does not have a required garage or carport with a paved driveway, you may be required to install any of these at the time of development.

When the improvements are located in a public right-of-way, a right-of-way permit is required to be obtained prior to beginning the work. To determine if your development project will trigger a public improvement requirement, please contact administrative staff at the City of Harrisburg. If the City determines that your development requires improvement, but the elevations or conditions of the street don't allow it to be installed, then you will be required to fill out a Waiver of Remonstrance with the City. There is a recording fee required to be submitted with a Waiver of Remonstrance.

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### **Photo Copies:**

City Hall does not allow public use of the copy or fax machine. The Harrisburg Public Library does allow public use of the copy machine. There are set fees for the use of this equipment.

The H.A.R.T. Community Center also has both a copier as well as a fax machine. The H.A.R.T. Community Center is a separate organization from the City of Harrisburg, and charges their own fees.

### **Public Record Request:**

There is a form on-line for requesting a public record. Many records are available online, and a request that can be processed within a half hour, and that is transmitted electronically, could potentially not result in a charge. Public Disclosure Requests that exceed \$25 in value will require pre-payment before they are processed. Applicants are contacted if the actual research time will extend beyond the original estimation of time. More information and the form itself is located here: <http://www.ci.harrisburg.or.us/administration/page/public-records-requests>

## **Rentals**

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### **Gazebo:**

The Harrisburg Gazebo is a beautiful structure that as part of Riverfront Park can be used by anyone (except when reserved) at any time for no fee. Food and Drink are not allowed in the gazebo, but it's a great place to be married! If you'd like to reserve the gazebo for your special event, please contact City Hall for availability. There is an application, plus cleaning deposit, and rental fee for reserving the gazebo. Reserving the gazebo includes power.

### **Harrisburg Municipal Center:**

The Harrisburg Municipal Center is available for rent. It can hold up to 185 people, and has a small kitchen available, as well as general restrooms. There is an application, plus a cleaning deposit and rental fee for reserving the Municipal Center Hall. The auditorium area will be evaluated after your event with a checklist; your deposit will be returned to you if the room is sufficiently clean, and all chairs are replaced.

### **Heritage Park Picnic Pavilion:**

Contact the Museum Board for Rental of the Picnic Pavilion. There is a fee for using the Picnic Pavilion.

### **Skate Park Reservation:**

The Harrisburg Skate Park can be reserved for a Special Event for a minimum of two hours.

### **Small or Miniature Animal Livestock Fee:**

Livestock is allowed in the City, but only on lots that are large enough to accommodate them. (Minimum 30,000 square feet (Approximately three-fourths of an acre)). The property must be fenced, and there is a limit of livestock based on the total square footage. In addition, being located inside of the City has other requirements, especially in relation to sanitation, and location of animal shelters. No barns, stables, or roofed structures for shelter of livestock can be located closer than 60 feet to any adjacent dwelling, or 25 feet to your own.

A miniature farm animal is allowed on property less than 30,000 square feet, as long as your property is at least one-half acre in size. There are permit requirements, and notice must be sent to neighboring property owners. This permit does have a fee that is charged to cover staff time in processing.

### **Street Trees Fees:**

Street Trees are required by subdivision standards and can be required as part of a development agreement. A property owner is responsible for sidewalks and planting strips (including those with street trees) that are abutting their property.

## Systems Development Charges:

System Development Charges (SDC's) are charged per dwelling unit or are based on new commercial & industrial construction. SDC's are typically charged by cities to have new developments in the City help to pay for increased demand on a City's infrastructure. SDC's are typically charged for development, which includes construction or placement of a structure or addition, connection to the City sewer or water system, or on non-residential property, creating more than 500 square feet of non-permeable surface. SDC's are due in their entirety when the building permit is picked up, when an annexation occurs, or connection to City services is completed.

- Standard Residential SDC: Charges are currently \$13,107 per dwelling unit.
- Commercial/Industrial SDC's: Are based upon current adopted methodology. Please see Resolution No. 1250.

# Utility Fees, Rates and Information

## Sewer Connections Required

When a City sanitary line does become available to property which has not previously been connected to City sanitary sewer or property which has been declared a health hazard, the property owner shall be given 180 days to connect to the City sanitary sewer line.

- All connections shall be made by a licensed sewer installer, who has been approved by the City.
- The Public Works Director or Foreman must approve all permits before work is started and must inspect all sewer connections before work is covered.

## Sewer Fees

Actual costs apply if the sewer service is not already stubbed out to the property. The fee is determined by Council resolution, located at the end of this document.

## Monthly Sewer Rates:

SEWER RATES	FEE
Minimum Charge	\$21.18
Sewer User Fee	\$7.68 per EUU*
Discontinued Service Minimum Charge	\$21.18
Sewer only accounts, only if the City has installed a water meter on the well.	\$3.58
Sewer only accounts without City water, or a water meter installed on the well.	The sewer service shall be based upon 5 units of water, per person, per household, per month

\*An EUU is equal to 748 gallons of metered water

## Determination of Sewer Rates

**Residential Customers:** Billing is based upon the amount of water used during the months of November through April. Residential customers shall be billed based upon the lesser of (1) the amount of water used during the month or (2) their wintertime average. Sewer rates are adjusted effective May 1<sup>st</sup> of each year based upon the wintertime average.

### **RESIDENTIAL CUSTOMERS WITHOUT A SIX MONTH WINTERTIME AVERAGE ARE BILLED ON THE LESSER OF:**

- The amount of water used during the month, or
- A wintertime average based upon the length of time the customer has been at the residence if it is less than 6 months, but not less than two months, or
- A presumed water usage of 2.81 EUU's\* per household resident 6 years and older.

**Non Residential Customers:** Charges are for sanitary sewer service based upon the number of EUU's of water usage each month. However, if the customer provides information to the satisfaction of the City that more than 50 percent of the water consumed is not going into the sanitary sewer system, then the City can charge for sanitary sewer services based upon one of these alternative billing methods.

### **NONRESIDENTIAL CUSTOMERS THAT HAVE PROVIDED SATISFACTORY PROOF OF WATER CONSUMPTION OUTSIDE OF THE SANITARY SEWER SYSTEM CAN BE CHARGED AS FOLLOWS:**

- A secondary meter can be installed at the customers expense, or another method that can more accurately measure the number of EUU's of water going into the sanitary system, as determined by the City, or
- The City has determined that it's reasonable and appropriate to use the wintertime average that is typically used for residential customers.

**Sewer Only Rates:** Shall be billed as follows:

- At the rate of 5.0 EUU's per household resident six years old or older; or
- Based upon the actual numbers of EUU's if a meter can be installed that can accurately reflect the number of EUU's that can be charged.

### **Payment Security:**

All customers are required to pay a security deposit at the time of application for sewer service in the following amounts:

- For single family residential sewer service, the applicant shall pay a \$50.00 deposit.

- For other sewer service, the applicant will pay a security deposit equal to the greater of \$50.00, or the monthly average water bill for a similar customer, as calculated during the previous three months and rounded to the higher even dollar amount.

### Refund of Deposit

- At termination of sewer service, the security deposit will be refunded to the depositor after all outstanding bills and damage costs
- After two (2) years, if all sewer charges have been paid in a regular and timely basis, the deposit will be applied to applicant's utility account.
- At renter-occupied locations, the deposit shall be refunded after the account has been closed and any outstanding charges have been paid.

### Septic Systems:

- It is unlawful to construct or maintain a private sanitary sewer system within the corporate limits of the City or in an area under the jurisdiction of the City. If a residence is on a septic system and is able to connect to the City's sewer system, then all other existing sewage facilities must be abandoned and filled with suitable material.
- If existing structures are too low to be served by an available sewer, then a resident is required to contact the Public Works Director for direction.

### Service outside the City limits

The charge to customers outside the City shall be double the regular Harrisburg sewer rate.

### Temporary Service

- The charge for temporary service shall be at the established rate for other customers. The actual cost is charged for installation of a meter, and a deposit will be charged.

### Miscellaneous Sewer Fees

There are fees charged for miscellaneous sewer services, including the following:

- Capping of the sewer line
- Restoration of service after capping
- Discontinuance of Service
- Sewer Service Restoration
- Repair of damaged sewer lines
- Damage to sewer mains & facilities
- Tag Fee
- Turn on Fee
- Service Deposits

### Storm Drainage Rates:

TYPE OF CUSTOMER	RATES
Residential Customers	\$3.60 per month - per dwelling unit

Non-Residential Customers	7% of previous month's sanitary sewer fee per month subject to a minimum fee of \$3.60 and a maximum fee of \$95.15
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### Water Connection Requirements:

- All property with new construction shall be required to have or make connections to the City water system, if it is available, and if not covered by another ordinance.
- When City water is available to the property and the property is on an existing well, the property owner is required to connect to City water within six months when there is:
  - Change in Ownership; or
  - Change in Occupancy; or
  - A Declared health hazard
- Water meters are installed by the City Public Works Department.

### Water Fees:

Actual costs apply if the water service is not already stubbed out to the property. The fee is determined by Council resolution, located at the end of this document.

### Monthly Water Rates:

#### Residential Customers

\*EUU's are equal to 748 gallons of metered water

TYPE OF CHARGE	FEE
Base Rate – minimum charge	\$21.30
Plus per EUU *	\$1.74 per EUU*

#### Mobile Park/Apartment Customers:

TYPE OF CHARGE	FEE
Base Rate – minimum charge	\$21.30 x the number of spaces in Occupied Mobile Park or number of Apartments
Plus per EUU *	\$1.74 per EUU*

#### Commercial Customers:

TYPE OF CHARGE	FEE
5/8" meter	Base Rate of \$26.13 per month plus \$2.10 per EUU
3/4" meter	Base Rate of \$27.74 per month plus \$2.10 per EUU
1" meter	Base Rate of \$34.14 per month plus \$2.10 per EUU
1 1/2" meter	Base Rate of \$42.17 per month plus \$2.10 per EUU
2" meter	Base Rate of \$50.20 per month plus \$2.10 per EUU
3" meter	Base Rate of \$66.29 per month plus \$2.10 per EUU
4" meter	Base Rate of \$82.33 per month plus \$2.10 per EUU
6" meter	Base Rate of \$106.41 per month plus \$2.10 per EUU

### **Government Customers:**

Rates are charged as follows:

TYPE OF CHARGE	FEE
1" TO 2" Base Fee	\$34.14 per month plus \$1.75 per EUU
3" Base Fee	\$50.20 per month plus \$2.10 per EUU
4" Base Fee	\$66.29 per month plus \$2.10 per EUU
6" Base Fee	\$82.33 per month plus \$2.10 per EUU

### **Service Outside of Harrisburg City Limits:**

The charge to customers outside of the City shall be double the regular Harrisburg rate

### **Bulk Water Purchases:**

\$4.86 per 1,000 gallons

### **Unmetered Service:**

It shall be the policy of the City that all water service be metered. However, at its discretion, the City may furnish unmetered water to a user until a meter is provided; in such cases, the water service fee shall be set in the application portion of the resolution establishing fees and rates.

### **Payment Security:**

All customers are required to pay a security deposit at the time of application for water service in the following amounts:

- For single family residential water service, the applicant shall pay a \$50.00 deposit.
- For Other water service, the applicant shall pay a security deposit equal to the greater of \$50.00, or the monthly average water bill for a similar water customer, as calculated during the previous three months and rounded to the higher even dollar amount.

### **Refund of Deposit**

- At termination of water service, the security deposit will be refunded to the depositor after all outstanding bills and damage costs have been deducted.
- After two (2) years, if all water charges have been paid in a regular and timely basis, the deposit will be applied to applicant's utility account.
- At renter-occupied locations, the deposit shall be refunded after the account has been closed and any outstanding charges have been paid.

### **Miscellaneous Water Fees**

There are fees charged for miscellaneous sewer services, including the following:

- Service Installation
- Meter Drop-In
- Service Deposit
- Tag Fee
- Turn on Fee



- Testing water meters at the users request.
- Restoration, reconnection charge for delinquent monthly payments
- Moving or altering meter.
- Repair of damage to water meter or City lines
- Installation of a meter on a well.

### Wells:

Wells are allowed within the City limits, but a residence will remain attached to the City water service and will be charged a monthly base fee plus usage if applicable. All wells (including those used only for irrigation purposes) are required by state law to have a backflow device, which must be installed and certified on an annual basis by a certified and licensed well digger. Backflow devices require a plumbing permit for installation.

# Standard Fee Schedule for City Services

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

<b>Ordinance</b>	<b>Subject</b>	<b>Fee</b>
6.05.110.2	Small or Miniature Livestock Fee	\$50.00
9.20.030 9.55.110	Sound Amplification Permit	\$30.00
9.50.040	Public Dance License <ul style="list-style-type: none"> <li>• Annual fee</li> <li>• Amount refunded if no dance held</li> <li>• Fee per public dance</li> </ul>	\$325.00 \$250.00 \$50.00
9.52.050	Public Event Application Fee <ul style="list-style-type: none"> <li>• 500 or less people</li> <li>• More than 500 people</li> </ul>	\$165.00 \$250.00
12.10.010 13.05.050 17.35.070 18.15.020 18.20.010 18.22.020	Waiver of Remonstrance recording fee	\$105 First Page, \$5 per additional page, \$5 Administrative Fee
12.15.040	Right-of-Way Permit	\$50.00 + actual costs
12.20.010	Street Trees Purchase and Planting per Tree	\$300.00
13.10.030	Sewer System Fees <ul style="list-style-type: none"> <li>• Sewer Connection</li> <li>• Service Deposit</li> <li>• Delinquent Accounts</li> <li>Tag Fee</li> <li>Turn on Fee</li> </ul>	\$225.00 \$50.00  \$20.00 / tag \$30.00
13.15.030	Water System Fees <ul style="list-style-type: none"> <li>• Service Installation</li> <li>• Meter Drop-in <ul style="list-style-type: none"> <li>¾" inch</li> <li>1" inch</li> </ul> </li> <li>• Meter on Well</li> <li>• Service Deposit</li> <li>• Delinquent Accounts</li> <li>Tag Fee</li> <li>Turn on Fee</li> <li>• Testing Water Meter (user request)</li> <li>• Moving or altering meter</li> <li>• Repair or damage to water meter or city lines</li> </ul>	\$1,335.00 or actual costs whichever is greater  \$360.00 \$415.00 \$450.00 \$50.00  \$20.00 / tag \$30.00 Actual Cost (\$50 min.) Actual Cost Actual Cost
15.05.140	Fill permit <ul style="list-style-type: none"> <li>• 50 – 99 cubic yards</li> <li>• 100 – 4,999 cubic yards</li> <li>5,000 or more cubic yards</li> </ul>	\$60.00 \$425.00 + actual costs \$425.00 + actual costs
15.20.110	Flood Hazard Development Permit	\$275.00
18.125.110	Land use <ul style="list-style-type: none"> <li>• Annexation</li> <li>• Appeal to Planning Commission or City Council</li> </ul>	\$1,800.00 \$750.00

Ordinance	Subject	Fee
	<ul style="list-style-type: none"> <li>Comprehensive Plan Map Amendment</li> <li>Conditional Use Permit</li> <li>Historic Permits               <ul style="list-style-type: none"> <li>Resource Alteration</li> <li>Resource Demolition</li> <li>Historic Review – District</li> </ul> </li> <li>Legal Lot Determination</li> <li>Measure 37 Claim</li> <li>Property Line Adjustment</li> <li>Partition (Minor/Major) / Replat ≤3 lots</li> <li>Site Plan</li> <li>Site Plan – Parking lot only</li> <li>Subdivision / Replat &gt;3 Lots</li> <li>Vacation of street, alley or easement</li> <li>Variance (minor)</li> <li>Variance (major)</li> <li>Zone Map Change</li> <li>Zoning Ordinance Text Amendment</li> </ul>	\$2,000.00 \$1,500.00  \$100.00 \$550.00 \$25.00 \$150.00 \$1,250.00 \$500.00 \$1,500.00 \$950.00 \$250.00 \$2,500.00 + \$35.00/lot \$975.00 \$425.00 \$1,000.00 \$1,750.00 \$1,125.00
<b>Miscellaneous Fees:</b>		
	Public Works Crew Rates <ul style="list-style-type: none"> <li>Labor</li> <li>Administrative Fee</li> <li>Drivable Equipment</li> <li>Other Power Equipment</li> <li>Contracted Services</li> <li>Grass Cutting</li> </ul>	\$65.00 / hr 20% of Labor \$25.00 / hr \$10.00 / hr \$ actual costs + 20% \$75.00 / hr
	Gazebo Rental – 4 hours <ul style="list-style-type: none"> <li>Refundable deposit</li> </ul>	\$125.00 \$300.00
	Municipal Center Meeting Room rental – 4 hours <ul style="list-style-type: none"> <li>Refundable deposit</li> </ul>	\$125.00 \$300.00
	Skate Park Reservation – two hours	\$100.00
	Notary fees <ul style="list-style-type: none"> <li>Acknowledgement</li> <li>Verification or affirmation</li> <li>Certifying copy or witnessing signing</li> <li>Administer oath or affirmation</li> </ul> Depositions per page	\$10.00 \$10.00 \$10.00 \$10.00 \$1.00
	NSF check	\$25.00
	Enterprise Zone Pre-authorization	\$250.00
<b>Municipal Court Fees</b>		
2.05.080	Payment Arrangement Fee	\$25.00
	Suspension Fee	\$15.00
	Dismissal Fee	Subject to Violation Class
	Show Cause Fee	\$50.00
	Warrant Fee	\$100.00
	Collection Fee	\$25.00

<b>Ordinance</b>	<b>Subject</b>	<b>Fee</b>
	3 <sup>rd</sup> Party Collection Agency Fee	Subject to ORS 137.118 & Agency's Commission

# Building Permits Fee Schedule

Item	Fee	Set By
Commercial & Residential Permits	Based on total valuation	JCMC 15.05/Res
State surcharge of 12% added to the total and a plan check fee which is 65% of the permit fee		

## Electrical Permit

Item	Fee	Set By
New Residential Single or Multi-family Dwelling		
1,000 sq. ft. or less	\$117	JCMC 15.05/Res
Each additional 1,500 sq. ft. or portion	\$21	JCMC 15.05/Res
Limited Energy (Residential)	\$27.50	JCMC 15.05/Res
Limited Energy (Non-Residential)	\$27.50	JCMC 15.05/Res
Each Manufactured or Modular Dwelling, Service, and/or Feeder	\$69	JCMC 15.05/Res
Services or Feeders Installation, Alteration, and/or Relocation		
200 amps or less	\$87	JCMC 15.05/Res
201 amps to 400 amps	\$103	JCMC 15.05/Res
401 amps to 600 amps	\$172	JCMC 15.05/Res
601 amps to 1,000 amps	\$224	JCMC 15.05/Res
Over 1,000 amps or volts	\$516	JCMC 15.05/Res
Reconnect Only	\$69	JCMC 15.05/Res
Temporary Services or Feeders Installation, Alteration, and/or Relocation		
200 amps or less	\$69	JCMC 15.05/Res

201 amps to 400 amps	\$95	JCMC 15.05/Res
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
601 amps to 1,000 amps	\$200	JCMC 15.05/Res
Over 1,000 amps or volts	\$465	JCMC 15.05/Res
<b>Branch Circuits</b>		
Branch Circuits with Service or Feeder Fee, each Branch	\$4.40	JCMC 15.05/Res
Branch Circuits without Service or Feeder Fee, each Branch Unit	\$59	JCMC 15.05/Res
Each Additional Branch Circuit	\$4.40	JCMC 15.05/Res
<b>Miscellaneous</b>		
Pump or Irrigation Cycle	\$69	JCMC 15.05/Res
Sign or Outline Lighting	\$69	JCMC 15.05/Res
Signal Circuit(s) or Limited Energy Panel, Alteration, or Extension	\$69	JCMC 15.05/Res
Each Additional Inspection	\$60.50	JCMC 15.05/Res
<b>Limited Energy Permits (Residential)</b>		
Fee for All Systems*	\$27.50	JCMC 15.05/Res
<b>Limited Energy Permits (Commercial)</b>		
Audio and Stereo Systems	\$27.50	JCMC 15.05/Res
Boiler Controls	\$27.50	JCMC 15.05/Res
Clock Systems	\$27.50	JCMC 15.05/Res
Data Telecommunication Installation	\$27.50	JCMC 15.05/Res
Fire Alarm Installation	\$27.50	JCMC 15.05/Res
HVAC	\$27.50	JCMC 15.05/Res
Instrumentation	\$27.50	JCMC 15.05/Res
Intercom and Paging Systems	\$27.50	JCMC 15.05/Res
Landscape Irrigation Control	\$27.50	JCMC 15.05/Res

Medical	\$27.50	JCMC 15.05/Res
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
Outdoor Landscape Lighting	\$27.50	JCMC 15.05/Res
Protective Signaling	\$27.50	JCMC 15.05/Res
State surcharge of 12% added to the total		

*\*These include audio and stereo, burglar alarm, garage door opener, heating, ventilation, air conditioning, and vacuum systems*

## Mechanical Permits

Item	Fee	Set By
State surcharge of 12% added to the total and a minimum permit fee of \$79.75		
<b>Residential Equipment/System Fees</b>		
Heating/Cooling		
Furnace Add-On Air Conditioning	\$19	JCMC 15.05/Res 1171
Gas Heat Pump	\$15.40	JCMC 15.05/Res 1171
Duct Work	\$15.40	JCMC 15.05/Res 1171
Hydronic Hot Water System	\$15.40	JCMC 15.05/Res 1171
Residential Boiler	\$11	JCMC 15.05/Res 1171
Unit Heaters (fuel-type, not electric), in-wall, in-duct, suspended, etc.	\$11	JCMC 15.05/Res 1171
Flue/Vent for any of the Above	\$11	JCMC 15.05/Res 1171
Other Fuel Appliances		
Water Heater	\$11	JCMC 15.05/Res 1171
Gas Fireplace	\$11	JCMC 15.05/Res 1171
Flue Vent for Water Heater or Gas Fireplace	\$11	JCMC 15.05/Res 1171
Log Lighter (gas)	\$11	JCMC 15.05/Res 1171
Wood/Pellet Stove	\$11	JCMC 15.05/Res 1171



Wood Fireplace/Insert	\$11	JCMC 15.05/Res 1171
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
<b>Environmental Exhaust and Ventilation</b>		
Range Hood/Other Kitchen Equipment	\$11	JCMC 15.05/Res
Clothes Dryer Exhaust	\$11	JCMC 15.05/Res
Single-Duct Exhaust	\$7.40	JCMC 15.05/Res
Attic/Crawl Space Fans	\$7.40	JCMC 15.05/Res
Other	\$6.30	JCMC 15.05/Res
<b>Fuel Piping</b>		
First Four	\$5.90	JCMC 15.05/Res
Each Additional	\$1.10	JCMC 15.05/Res
Furnace, etc.	\$15.40	JCMC 15.05/Res
Gas Heat Pump	\$15.40	JCMC 15.05/Res
Wall/Suspended/Unit Heater	\$15.40	JCMC 15.05/Res
Water Heater	\$11	JCMC 15.05/Res
Fireplace	\$11	JCMC 15.05/Res
Range	\$11	JCMC 15.05/Res
Barbecue	\$11	JCMC 15.05/Res
Clothes Dryer (gas)	\$11	JCMC 15.05/Res
<b>Commercial Mechanical Permits (Based on total valuation) *</b>		
\$1 to \$5,000	\$79.75 minimum fee	JCMC 15.05/Res
\$5,001 to \$10,000	\$79.75 for the first \$5,000 (plus \$1.67 for each additional \$100 or fraction thereof, up to and including \$10,000)	JCMC 15.05/Res 1171

\$10,001 to \$25,000	\$163.25 for the first \$10,000 (plus \$1.69 for each additional \$100 or fraction thereof, up to \$25,000)	JCMC 15.05/Res 1171
Item	Fee	Set By
\$25,001 to \$50,000	\$416.75 for the first \$25,000 (plus \$1.60 for each \$100 or fraction thereof, up to and including \$50,000)	JCMC 15.05/Res
\$50,001 and up	\$816.75 for the first \$50,000 (plus \$1.32 for each additional \$100 or fraction thereof, up to and including \$50,000)	JCMC 15.05/Res 1171
Other Inspection Fess		
Inspections Outside of Normal Business Hours	\$68.75/Hour/Two Hour Minimum	JCMC 15.05/Res
Inspections for Which No Fee is Indicated	\$68.75/Hour/Half Hour Minimum	JCMC 15.05/Res
Additional Plan Review	\$68.75/Hour/Half Hour Minimum	JCMC 15.05/Res

*\*25% plan review fee required on all commercial permits*

## Plumbing Permit

Item	Fee	Set By
State surcharge of 12% added to the total and a minimum permit fee of \$79.75		
New Single and Two-Family Dwelling		
Single Family Residential (SFR) 1 Bath	\$274.10	JCMC 15.05/Res
SFR 2 Bath	\$385	JCMC 15.05/Res
SFR 3 Bath	\$438.90	JCMC 15.05/Res
Each Additional Bath/Kitchen	\$274.10	JCMC 15.05/Res
Site Utilities		
Catch Basin or Area Drain	\$18.30	JCMC 15.05/Res
Drywell, Leach Line, or Trench Drain	\$18.30	JCMC 15.05/Res
Manholes	\$18.30	JCMC 15.05/Res

Rain Drain Connector	\$18.30	JCMC 15.05/Res
Fixtures or Items		
Absorption Valve	\$18.30	JCMC 15.05/Res
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
Dishwasher	\$18.30	JCMC 15.05/Res
Drinking Fountain	\$18.30	JCMC 15.05/Res
Ejectors/Sump	\$18.30	JCMC 15.05/Res
Expansion Tank	\$18.30	JCMC 15.05/Res
Fixture/Sewer Cap	\$18.30	JCMC 15.05/Res
Floor Drain/Floor Sink/Hub	\$18.30	JCMC 15.05/Res
Garbage Disposal	\$18.30	JCMC 15.05/Res
Hose Bib	\$18.30	JCMC 15.05/Res
Ice Maker	\$18.30	JCMC 15.05/Res
Interceptor/Grease Trap	\$18.30	JCMC 15.05/Res
Primer	\$18.30	JCMC 15.05/Res
Roof Drain (commercial)	\$18.30	JCMC 15.05/Res
Sink/Basin/Lavatory	\$18.30	JCMC 15.05/Res
Tub/Shower/Shower Pan	\$18.30	JCMC 15.05/Res
Urinal	\$18.30	JCMC 15.05/Res
Water Closet	\$18.30	JCMC 15.05/Res
Water Heater plus a Mechanical Permit	\$18.30	JCMC 15.05/Res
Laundry Tray	\$18.30	JCMC 15.05/Res
Washing Machine	\$18.30	JCMC 15.05/Res

Floor Drain/Floor Sink (2", 3", or 4")	\$18.30	JCMC 15.05/Res
MFG Home New Water Service	\$51	JCMC 15.05/Res
MFG Home New San./Storm Sewer	\$51	JCMC 15.05/Res
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
Other Fixtures	\$18.30	JCMC 15.05/Res
Sewer		
1 <sup>st</sup> 100'	\$60.50	JCMC 15.05/Res
Each Additional 100'	\$51	JCMC 15.05/Res
Water Service		
1 <sup>st</sup> 100'	\$60.50	JCMC 15.05/Res
Each Additional 200'	\$51	JCMC 15.05/Res
Storm & Rain Drain		
1 <sup>st</sup> 100'	\$60.50	JCMC 15.05/Res
Each Additional 100'	\$51	JCMC 15.05/Res
Commercial Backflow Prevention Device	\$51	JCMC 15.05/Res
Residential Backflow Prevention Device	\$30.30	JCMC 15.05/Res
Catch Basin	\$18.30	JCMC 15.05/Res
Inspection of Existing Plumbing or Specially Requested Inspections	\$68.75	JCMC 15.05/Res
Rain Drain, Single Family Dwelling	\$71.75	JCMC 15.05/Res
Grease Traps	\$18.30	JCMC 15.05/Res

## Miscellaneous Permits

<b>Item</b>	<b>Fee</b>	<b>Set By</b>
Appeal of a Civil Administrative Penalty	\$250.00	JCMC 15.05/Res

Medical Gas Systems (Based on Total Valuation)		
\$1 to \$5,000	\$79.75/Minimum	JCMC 15.05/Res
\$5,001 to \$10,000	\$72.50 for the first \$5,000 and \$1.67 for each additional \$100 or fraction thereof, to and including	JCMC 15.05/Res 1171
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
\$25,001 to \$50,000	\$416.75 for the first \$25,000 and \$1.60 for each additional \$100 or fraction thereof, to an including	JCMC 15.05/Res 1171
\$50,000 and up	\$816.75 for the first \$50,000 and \$1.32 for each additional \$100 or fraction thereof	JCMC 15.05/Res 1171
Residential Fire Suppression Permit (Multipurpose or Continuous Loop)		
0 to 2,000 Sq. Ft.	\$126.50	JCMC 15.05/Res
2,001 to 3,600 Sq. Ft.	\$176.00	JCMC 15.05/Res
3,601 to 7,200 Sq. Ft.	\$242. 00	JCMC 15.05/Res
7,201 Sq. Ft. and Greater	\$339.90	JCMC 15.05/Res
Residential Fire Suppression Permit (Stand Alone System)		
0 to 2,000 Sq. Ft.	\$206.25	JCMC 15.05/Res
2,001 to 3,600 Sq. Ft.	\$255.75	JCMC 15.05/Res
3,601 to 7,200 Sq. Ft.	\$321.00	JCMC 15.05/Res
7,201 Sq. Ft. and Greater	\$419.65	JCMC 15.05/Res
Phased Projects	\$200.00 plus 10% of the total project building permit fee not to exceed \$1500 for each phase	JCMC 15.05/Res 1171
Deferred Submittals	65% of the building permit fee, but no less the \$200	JCMC 15.05/Res
Manufactured Home Placement Permit		
Set Up Permit	\$115.50	JCMC 15.05/Res

Permanent Steps & Skirting	\$11.00	JCMC 15.05/Res
Plumbing Permit	\$157.08	JCMC 15.05/Res
Electrical Permit	Separate	JCMC 15.05/Res
State MH Fee	\$30 .00	JCMC 15.05/Res
Appeal Fee	\$250.00	JCMC 15.05/Res

## Appendix – Sources

Building Permits	Fees are based upon Junction City Municipal Code and Resolutions
Business Licenses	HMC 5.05 & Resolution No. 1254
Social Game Licenses	HMC 5.15 & Resolution No. 1254
Curbs, Gutters and Sidewalk Requirements:	HMC 12.10
Garage Sales:	HMC 5.05
Grass/Vegetation Cutting:	HMC 8.05 & Resolution No. 1254
Gazebo Use & Rental:	Resolution Nos. 542, 1221 & 1254
Harrisburg Municipal Center Rent:	Resolution No. 1254, Council 10.13.99
Heritage Park Rent:	Museum Board is separate from City
Land Use & Development Fees:	Resolution No. 1250
Library Patron Fines and Fees:	HMC 2.20 & Resolution No. 1254
Lien Search Fees:	Resolution No. 1254
Liquor License:	OLCC – ORS 471.313, Resolution No. 1254
Marijuana Tax Rate:	Resolution No. 1092, and 1254
Municipal Court Fees:	Resolution No. 1254
NSF Checks:	Resolution No. 1254
Notary Fees:	Resolution No. 1254

## Permits

Building Permits:	Junction City Code & Fees
Demolition Permit:	HMC 15.05 & Resolution No. 718 & 1254
Electrical Permits:	Junction City Code & Fees
Fence Permit:	HMC 18.80
Fill Permit:	HMC 15.05 & Resolution No. 1254
Mobile Home Placement Permits:	Junction City Code & Fees
Parade Permit:	HMC 10.05, 20.05.270-10.05.300
Plumbing, Mechanical & Specialty Code:	Junction City Code & Fees
Public Event Permit:	HMC 9.52 & Resolution No. 1254
Right-of-Way Permit:	HMC 9.52 & Resolution No. 1254
Secondhand Dealer Permit:	Resolution No. 1254
Sound Amplification Permit:	Resolution No. 1254
Photocopies:	Resolution No. 1254
Public Dance License:	HMC 9.50 & Resolution No. 1254
Public Record Request:	Resolution No. 1254
Public Records Fee Schedule:	HMC 2.25 & Resolution No. 1254
Skatepark Reservation:	Resolution No. 1254
Small or Miniature Animal Livestock Fee:	HMC 6.05.110.2 & Resolution No. 1254
Street Trees Fees:	Resolution No. 1254
Systems Development Fees:	HMC 12.35 & Resolution No. 1018
Utility Fees:	
Sewer Connections Required:	HMC 13.05
Sewer Fees & Rates:	Resolution No. 579, 1174 & 1254
Monthly Sewer Rates:	Resolutions No. 579, 1174 & 1254
Storm Drainage Rates:	Resolution No. 1106, 1174 & 1254

Water Connections Required:

HMC 13.15

Water Fees & Rates:

Resolutions No. 578, 977 & 1254



# Agenda Bill

## **Harrisburg City Council**

### Harrisburg, Oregon

#### THE MATTER OF A DISCUSSION IN RELATION TO COUNCIL POLICY 18-1.04

#### STAFF REPORT:

Exhibit A: Current City Council Policy No. 18-1.04

Exhibit B: Confidential Legal Memorandum, protected under  
ORS 192.660(1)(2)(f)

Exhibit C: Red-Lined Council Policy No. 18-104

#### ACTION: FOR FURTHER DISCUSSION – MOTION TBD

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – June 8, 2021

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

#### STAFF RECOMMENDATION:

**Staff recommends the Council discuss the issues of ‘sleeping or loitering’ in public facilities. *\*This document is a confidential legal memorandum and is therefore protected under ORS 192.660(1)(2)(f). Council members should not share this document with any other person; leftover copies must be shredded, or you may return them to the City for destruction.***

#### BACKGROUND INFORMATION:

At the last two City Council meetings, the City Council has considered a change to Council Policy No. 18-1.04. The current policy is shown in **Exhibit A**.

City Attorney Jim Brewer reviewed our policy and has provided his opinion. Council will find this memo in **Exhibit B**. That memorandum does clarify that the City can prohibit people from sleeping in the Library and in City Hall, if they are not actively using City Services. It is important that City staff make sure to treat all citizens the same; if we ask someone to leave the library or city hall because they are sleeping, then it must be applied equally to all citizens. In addition, he suggests that the City remove the word loitering from the policy, as it is too vague, and therefore could be construed as unconstitutional.

City staff have reviewed the policy, and made some changes as interpreted from the memo. Council will find the red-lined version in **Exhibit C**. In this case staff have added definition to what an active use of a government service is considered. The word

loitering has been removed, and a line added to prohibitive conduct, which should include not using the facility for the intended government services, etc. Finally, under staff guidelines, Staff has added a sentence to remind staff that we absolutely can not discriminate against any person in enforcing this policy.

The City Council should hold a discussion to determine if the suggested policy in **Exhibit C** meets with their approval. City Council can amend any portion of the proposed policy. Once it meets with City Council approval, then the City Council can motion to have the City Administrator bring the policy back as a resolution at a future meeting.

REVIEW AND APPROVAL:

_____ Michele Eldridge City Administrator	_____ Date
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**CITY OF HARRISBURG**  
**COUNCIL POLICY MANUAL**

**POLICY AREA 1 – GENERAL**

CP 18-1.04    Conduct by Public in City Buildings

**Adopted: 12/11/18**

1.04.010    Purpose

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

1.04.020    Policy

It is the Council's policy that members of the public adhere to the Harrisburg City Buildings Use Code of Conduct (**Exhibit 1**).

1.04.030    Procedure

City staff shall implement the Harrisburg City Buildings Use Code of Conduct and adhere to the guidelines provided therein (**Exhibit 1**).

1.04.040    Review and Update

This policy shall be reviewed every five years by the City Administrator, and updated as appropriate.

Approved on December 11, 2018 (see Resolution No. 1206)



## Harrisburg City Buildings Use Code of Conduct

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

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

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

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

- Willfully annoying, harassing, intimidating or threatening another person.
- Damaging a City building, furnishings or equipment or using furniture or equipment in a manner that could cause harm to self, others or personal or public property.
- Soliciting, campaigning, fundraising or selling, unless allowed pursuant to an executed rental agreement.
- Posting notices, posters or flyers unless on authorized bulletin boards.
- Behaving in a loud, boisterous, offensive, indecent or disruptive manner, using abusive or threatening language or gestures, fighting or threatening to fight, running, pushing, shoving or throwing things.
- Children under the age of 10 years of age must be accompanied at all times by a responsible individual who is at least 12 years old (*exceptions may be made at the discretion of City personnel if the responsible individual is in the building*). Responsibility for the safety and behavior of children while in a City building belongs to the parent or caregiver. The City staff will not act as babysitters and will assume no responsibility for children left unattended on City premises.
- Using a cell phone or other electronic device in a manner that is disruptive.
- Impeding access to the building or an area of the building or blocking passageways, doorways or aisles.
- Bringing animals into buildings, except service animals, without prior written approval of the City Administrator or designee.
- Leaving unattended personal items in the building. The City assumes no responsibility for lost, stolen, or unattended personal items. Items left longer than 5 minutes or suspicious packages, bags or materials that, in the opinion of staff, are a potential threat, may be removed from the premises without notice.
- Entering non-public areas unaccompanied by a staff member or without prior authorization from a staff member.
- Failing to exit the building at closing or not following directions from staff.
- Relocating or tampering with tables, chairs, equipment or other furniture without staff permission.
- Failing to wear appropriate clothing including footwear and shirts.
- Sleeping or loitering in public spaces without prior written approval of the City Administrator or designee.
- Eating or drinking, unless as part of an approved program, meeting room event or in designated areas.
- Using public restrooms for bathing, shaving, washing hair, changing clothes or other activities without prior written approval from the City Administrator or designee.

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

**Staff Guidelines:** *(not to be posted - for staff reference only)*

In most cases, persons who are behaving inappropriately in a City building will be given one warning and asked to behave in an appropriate manner. People who do not modify their behavior after one warning will be asked to leave the building for the rest of the day.

In the event of misconduct that is considered extreme by the City staff, the offender will be ordered to leave the building immediately or the Sheriff's Office will be called. If the Sheriff's Office is called the person may be excluded from the City building for a period of time. The excluded individual will be provided notice of the basis for and length of the exclusion in a form approved by the City Administrator and City Attorney.

Persons who behave inappropriately on a regular basis or who engage in unlawful activities while in City buildings may be excluded from the City building for a period of time, as well as face the possibility of legal charges. Sheriff's Office deputies will be responsible for excluding persons from buildings for any period of time beyond one day. Any person wishing to appeal an exclusion must submit a written appeal to the City Administrator within five days of being excluded. At the time staff exclude the person, staff will give them a written statement of their right to appeal to the City Administrator and the address where the appeal must be submitted.

**Unattended Children**

The City has the responsibility to provide a safe and comfortable environment for every citizen, including children. Children are expected to adhere to the same rules of conduct as adult patrons.

If an accompanying adult fails to notice or correct a child's violation, staff will inform the adult of the problem behavior. Disruptive children and accompanying adult, may be asked to leave the building after receiving a warning from the City staff. Unattended minor children will not be ordered out of a City building, but a reasonable attempt will be made to locate the responsible party. If no responsible party is found, the Sheriff's Office shall be called to take custody of the child.

Unattended children will not be taken from the City property by staff members. If the building is closing and children have not been picked up, a reasonable attempt will be made to locate the responsible party. If no responsible party is found, the Sheriff's Office shall be called to take custody of the child.

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Approved on December 11, 2018 (see Resolution No. 1206)



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

- Does not interfere with the rights of other individuals to access or use City materials, resources and services;
- Does not limit the ability of City staff to effectively conduct City business; and
- ~~Does not threaten the secure and comfortable environment of City facilities; and-~~
- Actively uses the government services that are available. In the Library, that includes reading, studying, using reference materials, looking for books, or actively using the Library Computer. In City Hall, that includes making payments, setting up utility accounts, working on a permit, voting, or filling out applications, as well as waiting to meet/meeting with a City staff member.

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

- Willfully annoying, harassing, intimidating or threatening another person.
- Damaging a City building, furnishings or equipment or using furniture or equipment in a manner that could cause harm to self, others or personal or public property.
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- Failing to wear appropriate clothing including footwear and shirts.
- ~~Sleeping or loitering~~ in public spaces without prior written approval of the City Administrator or designee.
- Not actively using the facility for the intended government services and purposes offered by the City.
- Eating or drinking, unless as part of an approved program, meeting room event or in designated areas.
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In the event of misconduct that is considered extreme by the City staff, the offender will be ordered to leave the building immediately or the Sheriff's Office will be called. If the Sheriff's Office is called the person may be excluded from the City building for a period of time. The excluded individual will be provided notice of the basis for and length of the exclusion in a form approved by the City Administrator and City Attorney.

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City staff have the responsibility of making sure that the policies are applicable equally to all users of City facilities, and that no discrimination is exhibited by our request to a citizen to follow this Code of Conduct Policy.

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The City has the responsibility to provide a safe and comfortable environment for every citizen, including children. Children are expected to adhere to the same rules of conduct as adult patrons.

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

**THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE A  
PUBLIC EVENT PERMIT FOR THE HARRISBURG OLD FASHIONED 4<sup>TH</sup> OF JULY  
STAFF REPORT:**

Exhibit A: Public Event Application

**ACTION: MOTION TO AUTHORIZE THE CITY ADMINISTRATOR TO  
APPROVE THE PUBLIC EVENT PERMIT FOR THE HARRISBURG OLD-  
FASHIONED 4<sup>TH</sup> OF JULY**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – June 8, 2021

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

**STAFF RECOMMENDATION:**

**Staff recommends (Make this short)**

**BACKGROUND INFORMATION:**

Harrisburg Municipal Code (HMC) Chapter 9.52 requires a Public Event Permit for any event that garners more than 100 participants or attendees, or if an event is required to obtain a permit from Linn County. In 2015, Brian Latta determined that even though the 4<sup>th</sup> of July was a long-standing community event, that it should also go through the requirements of applying for an event permit. Therefore, Staff, who at the time was also co-chairing the event, and was responsible for permits, started filing the event permit. It should be noted that the City Administrator has never mailed or sent a notice to citizens that the 4<sup>th</sup> of July event permit was being considered, due to the nature of the event, and the number of years it has been in operation.

HMC 9.52 states that it is the City Administrator who authorizes and approves all public event permits. This year, however, the City Administrator is also the Vice-President of the HFEA (Harrisburg Festival and Events Association). Considering that the 4<sup>th</sup> of July festivities have been somewhat questionable this year due to the pandemic, the HFEA didn't have time to appoint a different person to file the permit, nor was there time to train someone. The City Council is being asked to authorize the City Administrator to approve the event permit, simply because there is a slight conflict of interest in the City Administrator approving their own event permit, without someone else in authority reviewing the event permit in its entirety.

The permit process is very involved, and staff feels that the City Council would enjoy seeing the level of planning and complexity involved in operating an event of this size. It's important that the City follows its own requirements for an event of this size. The criteria below represent the information that the City Administrator must consider when approving the permit. The permit was completed more than 30 days in advance of the event itself, as required by HMC 9.52.

### **HMC 9.52.100: Criteria applied to the decision-making process:**

#### **(1) Noise that will come from the public event that may impact neighboring properties, including information on any amplified sound.**

**Findings:** Noise will be generated in multiple places during the 4<sup>th</sup> of July. The loudest noise is from the parade itself, and the fireworks. In the parade, held between the hours of 11:00 and 12:30, there can be bands, music playing on floats, sirens, and general noise from multiple engines and equipment being operated. The timeframe is during the day, and the event has been held for 69 years, therefore citizens are expectant of the level of noise that is generated.

The fireworks are the loudest of the events that the HFEA holds. Again, this event has been held for 69 years, and only two of those years did not include fireworks. Citizens are expectant and look forward to the fireworks display on an annual basis. In addition to the two loudest events, there will likely be a DJ on the evening of the carhop in Harrisburg Plaza, during the event, which is from 5:00 to 9:00pm on the 3<sup>rd</sup> of July. The timeframe for the DJ is adequate, and the location in this commercial zone is appropriate, and affects very few residents. There is also potential for one of the restaurants to add a band, or outside music. Standard noise requirements, and timeframes for any bands operating are the same throughout the year, typically ending at 11:00pm. In addition, dependent upon the risk levels in place by the time of the event, there could be an opportunity for the HFEA to add bands back in the afternoon and early evening of the 4<sup>th</sup>. In the past, there have been as many as 4 bands playing, all within acceptable sound standards.

**The City Administrator finds that the level of noise from this event is not excessive based upon the 69<sup>th</sup> year of the event being held in the City of Harrisburg. This criterion has been met.**

#### **(2) Whether or not dust may be an issue.**

**Findings:** Dust is already present on the roadways during this event, and a few hundred vehicles will spread that dust somewhat. Otherwise, staging is being held in parking lots, or on grass fields, and City streets. **The City Administrator finds that excess dust will not be generated for this event. This criterion has been met.**

#### **(3) Provisions for dealing with trash containment and disposal.**

**Findings:** Trash containment and disposal is directly provided by the City of Harrisburg. Multiple trash barrels and recycling barrels are provided throughout the event and are focused on areas in which more trash is generated, such as near the food vendors. The HFEA also provides volunteers who help the City the day after the event, by going through heavily trafficked areas, and picking up garbage. **The City**

**Administrator finds that provisions for dealing with trash containment and disposal, and therefore this criterion, have been met.**

**(4) Other information relative to the impact the event may have on health and safety issues, or the convenience of neighbors near the event or the general public.**

**Findings:** The HFEA and the City of Harrisburg try to limit the impact of this City-wide event to practical levels. Communication is provided on multiple platforms, including the City Newsletter, website, and Facebook. No parking signs are placed a minimum of three days ahead of the event, as required by traffic law in order to prepare people for vacating the streets along the parade route. The HFEA has also been trying to design this event to focus on only local Tri-County attendance, in order to minimize the number of people that could be attending the event from adjacent metro areas. The City Council approved use of the American Rescue Plan (ARP) funds to be used to pay for additional security. In addition to 4 LCSO deputies, HFEA will also have City of Coburg reserve and some regular officers attending, and is engaging with Rangers, and other security officers. This will help control the crowds. It also provides the HFEA and City with more officers to control intersections during dispersal following the parade, and the fireworks.

White lines and cones are set up on the parade route to keep kids behind them, and because candy will be handed out by the HFEA this year, they hope to prevent kids from entering the parade route. (Candy is handled by board members and volunteers who wear masks and gloves. Candy will be handed out from a 'candy wagon', and should not be thrown by floats or parade participants. A safety corridor has been added to the corner of LaSalle and 3<sup>rd</sup> Street, which will help to control pedestrians in an area where large trucks are routed to turn into the detour area during the parade.

Yard signs will be posted, reminding everyone to remain 6' apart, and to wear masks if they can't be 6' from another person who is not from their family. Bands are not planned this year, in order to limit the people remaining in Riverfront Park. If risk levels are lowered, the HFEA could possibly add them back into the mix. The Kids Games and Bouncies have also been removed, due to the lack of volunteers needed to control the number of children who typically play in the games. Other activities have been provided in their place.

The fireworks are also larger this year, with an additional \$1,500 being paid for the increased size. These will be easier to see from citizens homes, and thereby keeping more people out of crowded areas. Fireworks are strictly regulated by the State Fire Marshal, and the location for where they can be fired from are also regulated. They can't be fired within a certain distance of people watching them. Safety regulations around the fireworks is strictly enforced by the Harrisburg Fire/Rescue District, who is the 'sponsor' of the fireworks. They also provide the pyrotechnicians.

A Parade Permit through ODOT has been previously approved by the City Council, and in addition, the HFEA also applies for a Linn County Road Use Permit Application. This is required because the Firecracker 5K uses the Sommerville Loop/Kramer street section that is outside the jurisdictional boundaries of the City of Harrisburg.

In addition, other COVID-19 safety regulations are being followed in the vendor areas, requiring that lines are strictly enforced, and vendor booths will be staggered down the

street, so that citizens have less chance of being within 6' of each other. Additional washing units have been added in multiple areas for frequent hand washing. The Car-hop event being held on July 3, 2021, will encourage people to stay in their cars to eat, rather than going into restaurants. The volunteer firemen breakfasts are also regulated, set up to ensure separation between attendees as much as practical, as is the chicken BBQ being held in the same location later in the day. **The City Administrator finds that the provisions to follow safety requirements are in place, and that Oregon Health Authority guidelines are being planned for. This criterion has been met.**

**f. An event site plan designating, at a minimum, a traffic plan including emergency access routes, proposed parking areas, setbacks from adjoining properties, location and quantity of proposed sanitary facilities, source(s) of potable water, and any proposed overnight camping areas.**

**Findings:** A traffic plan is designated and shown on several maps. The detail in the event permit includes a complete schedule of when intersections are closed down prior to the parade, and how to route people to staging points prior to the parade. Three different emergency routes to the City are set up, and the HFEA can communicate to volunteers at the three entrance points for allowing EMS service vehicles to enter the parade. The Harrisburg Fire/Rescue District is involved in multiple areas, including in the parade, as well as providing pyro-technicians for the fireworks. An engine is also kept near City Hall in the late afternoon/evening, so that they can easily respond to any problems at or near Riverfront Park. There are two dedicated ADA lots, otherwise, parking is provided throughout the event areas on city streets and in parking lots. Another service group typically provides larger paid parking areas in other areas in town. By barricading the city streets at 2<sup>nd</sup> Street, the City and HFEA alleviate a lot of congestion and vehicles maneuvering out of tight local streets when vehicles are confronted with a wall of people.

The Honey Buckets map shows the locations of porta-potties, and wash stations throughout town. Some of the locations are conducive to other events, such as the 5K, and the car hop. Additional maps are created and released to the general public closer to the event, which shows the location of restroom and wash facilities. Potable water is provided by vendors and is otherwise also available in public flushing facilities. Overnight camping is not allowed in City parks, or in any other location inside the city limits of Harrisburg. **The City Administrator finds that this criterion has been met.**

**g. An estimate of the total number of persons attending and participating in the event.**

**Findings:** The HFEA typically plans for numbers between 10,000 and 15,000 people for all the events. That includes participants as well as spectators. Because they are attempting to keep the event more local, the numbers are adjusted down to 5,000 to 10,000. It should be noted that estimates for attendance could increase, if Linn County is able to segue to lower risk levels. **The City Administrator therefore finds that this criterion is met.**

**h. Plans for signage.**

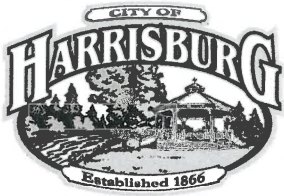
**Findings:** The City puts out much of the signage required for traffic laws, and to meet requirements in order to tow vehicles that are blocking the parade route. Signage is

throughout the event, in strategic places, to direct citizens to different events. Yard signs for following OHA standards are being purchased. **Therefore, the City Administrator finds this criterion has been met.**

**Overall, the City Administrator finds that the criteria to hold a this public event in Harrisburg has been met. Therefore, the City Council is recommended to authorize the City Administrator to approve the event permit for the 69<sup>th</sup> Old Fashioned 4<sup>th</sup> of July Event.**

REVIEW AND APPROVAL:

\_\_\_\_\_  
Michele Eldridge      Date  
City Administrator



# Public Event Permit

Public Events in Harrisburg are allowed through Harrisburg Municipal Code (HMC) Chapter 9.52. A public event in Harrisburg is required for any activity below, where there are likely more than 100 participants or attendees. A public event is required for events in which:

1. Persons are permitted or invited to attend, and where a fee is charged; or
2. A voluntary contribution is paid or solicited for the privilege of attending; or
3. Any money is raised or items are sold to defray the expenses of such events, unless exempted under Chapter 9.52; or
4. It is an event which is required to obtain a permit from Linn County pursuant to the Linn County Outdoor Assembly Peace, Health, Safety, and Welfare Code, found in Linn County Code Chapter 580.

There are exceptions to the requirement of a public event permit; those are included in HMC Chapter 9.52. Please contact the City of Harrisburg if you feel that your event should fall under the exemptions for obtaining a permit. The Harrisburg Municipal Code can be found by going to our website, at [www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us).

**Permit Application Fee:** \$165 for events 500 people or less; \$250 for events with more than 500 people. Permit Fees are set by Council Resolution.

***Permits are required to be submitted at least 30 days prior to the first day upon which such public event is to be held.***

**Date of Application:** June 1, 2021

**Applicant:** Name: Michele Eldridge

Mailing Address: PO Box 378 – HFEA: PO Box 178

Phone Number: (w)541-995-6655 (c) 541-554-5435

Email: [meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us)

Day of Event: [cheleeldridge@gmail.com](mailto:cheleeldridge@gmail.com)

**Organizer:** Name: Same as above &

Rhonda Giles

Mailing Address:

PO Box 178

Phone Number:

(h) 541-995-5252 (c) 541-729-5492

Email:

[rhondajiles@comcast.net](mailto:rhondajiles@comcast.net)

**Main Contact:** Same as Above. See tables below for committee contacts, and HFEA sub-committees.

Title	Name	Cell Phone	Email
Collections, Sponsors, Announcements	Chuck Cook (Semi-Retired)	541-554-6788	<a href="mailto:papalovy@yahoo.com">papalovy@yahoo.com</a>
Parade, Collections	Bryan Shaddy	541-514-4047	<a href="mailto:Pinkhouse67@yahoo.com">Pinkhouse67@yahoo.com</a>
Parade Chair, Registration, Car Show, Entertainment	Jack McClure	541-995-6268	None

Title	Name	Cell Phone	Email
Car Show, Judging, Entertainment	Cheryl Vokker	559-936-1222	
Judging	Patti Reed	541-521-9407	
Shields	Leo Giles	541-729-5491	<a href="mailto:leogiles@comcast.net">leogiles@comcast.net</a>
Vice-President, Vendors, 5K, Car Show, Permits, Insurance, Treasurer, Press, Bouncies,	Michele Eldridge	541-554-5435	<a href="mailto:cheleeldridge@gmail.com">cheleeldridge@gmail.com</a>
President, Collections, Sponsors, 5K, Bounce, Secretary, Press, Volunteers, Entertainment	Rhonda Giles	541-729-5492	<a href="mailto:rhondaigiles@comcast.net">rhondaigiles@comcast.net</a>
5K, Judging, Collections	Carlene Mitchell	541-221-0688	<a href="mailto:Carlenemitchell11@gmail.com">Carlenemitchell11@gmail.com</a>
Vendors, Car Shows	Crystal Freeman	541-517-9148	
Kids Games, Announcements	Connie Falk	541-520-4544	<a href="mailto:Nanclaws1958@gmail.com">Nanclaws1958@gmail.com</a>
Kids Games	Crystal Falk		
Collections, 5K, Car Show, Special Activities/contests	Suzan Jackson	541-514-4047	<a href="mailto:Pinkhouse67@yahoo.com">Pinkhouse67@yahoo.com</a>

#### Harrisburg 4<sup>th</sup> of July Sub-Committees

Parade	<b>Jack McClure</b> , Bryan Shaddy, Dan Nichols
Collections	<b>Rhonda Giles</b> , Chuck Cook, Bryan Shaddy, Carlene Mitchell, Leo Giles
Vendors	<b>Michele Eldridge</b> , Crystal Freeman
Sponsors	<b>Rhonda Giles</b> , (Chuck Cook), Michele Eldridge
Parade Judging	<b>Patti Reed</b> , Carlene Mitchell, Cheryl Vokker
5K	<b>Carlene Mitchell</b> , Rhonda Giles, Michele Eldridge, Suzan Jackson
Press/Social Media	<b>Rhonda Giles</b> , Michele Eldridge, (Chuck Cook)
Shields	<b>Leo Giles</b> , Rhonda Giles
Car Show	<b>Jack McClure</b> , Michele Eldridge, Dan Nichols, Cheryl Vokker, Crystal Freeman
Bouncies	<b>Rhonda Giles</b> , Michele Eldridge
Insurance/Permits	<b>Michele Eldridge</b>
Kids Races	<b>Crystal Falk</b> , (Connie Falk)
Fireworks	<b>Hubert Christensen</b> (Pyro, Lead), Michele Eldridge- Liaison/Permits
Entertainment	<b>Rhonda Giles</b> , Jack McClure, Michele Eldridge
Special Activities/Contests	<b>Suzan Jackson</b> , Michele Eldridge, Rhonda Giles
Porta-Pots	<b>City of Harrisburg/HFEA</b>
Barricades	<b>City of Harrisburg</b>
Garbage	<b>City of Harrisburg</b>

#### Owner of Property, if not an applicant, organizer or contact person:

Name: **City of Harrisburg**

*Please note; the City of Harrisburg needs the contact information for persons principally involved in this event. Those are typically the owners, managers, producers, and others who may be requested by the City. The City Administrator might contact you for other contact information, if needed.*

#### Address and Description of Property on which the proposed public event will be conducted:

**SATURDAY, July 3, 2021 - Firecracker 5K Event** – 7:00am to Noon. Streets remain open for this event (Event Map Attached) (Separate Linn County Road Permit Required for use of Sommerville Loop outside city limits)

- High School Parking Lot
- 9<sup>th</sup> St, from HUHS Parking Lot to Smith St.
- Smith St. from 9<sup>th</sup> to 6<sup>th</sup> St.
- 6<sup>th</sup> Street to Priceboro St.
- Priceboro St. to Sommerville Loop
- Priceboro Park (Rest Station, Restrooms)
- Sommerville Loop to 6<sup>th</sup> St.
- 6<sup>th</sup> St to LaSalle St.
- LaSalle St. to 9<sup>th</sup> St., return to parking lot.

Firecracker 5K Directional Race Signs	
Edge of Parking lot onto 9 <sup>th</sup> St.	Left arrow
Corner of Smith & 9 <sup>th</sup>	Left arrow
Corner of Smith & 6 <sup>th</sup>	Left arrow
Corner of 6 <sup>th</sup> & LaSalle	Straight arrow
Corner of 6 <sup>th</sup> & Priceboro	Left arrow
Corner of 6 <sup>th</sup> & Sommerville Loop	Left arrow
Corner of Sommerville Loop/Sommerville Loop	Left arrow
Corner of Sommerville Loop & 6 <sup>th</sup> St.	Right arrow
Corner of LaSalle & 6 <sup>th</sup> St.	Right arrow
Corner of LaSalle & 9 <sup>th</sup> St.	Left arrow

- All directional signs are the responsibility of the 5K volunteer staff. Signs will be placed early in the morning and will be picked up following the race.
- Use Permit at High School is for parking lot area. HFEA to provide generator for use of Eclectic Edge staff for timing clocks. An additional porta pot will be needed in this location.
- Water, Chocolate Milk, & Snack provided by sponsors following the race

**SATURDAY, JULY 3, 2021 - BREAKFAST BY VOLUNTEER FIREFIGHTERS 6:00AM TO 10:00AM**

**SATURDAY, JULY 3, 2021 – Bike Decorating Contest, 2:00pm at the Museum.**

- Kids decorate their bikes and bring it to the museum to be judged.

**SATURDAY, JULY 3, 2021 – Car Hop & Cruise-In Event 5:00 to 9:00pm (*When eating in your car was cool!*):**

- Location: Hwy 99 Grill and adjacent full parking lot. Dollface Coffee included as well.
- Classic cars to park in parking lot and order from a reduced menu from Hwy 99 Grill. Food is eaten in the car.
- Possible DJ from Hwy 99 Grill.
- The VOO is planning a motorcycle event in late afternoon/early evening.
- Cruise-in is non-sanctioned.

**SUNDAY, JULY 4<sup>TH</sup>, 2021 – 4<sup>TH</sup> OF JULY EVENT**

- All of Riverfront Park, from South End to North End
- 1<sup>st</sup> Street (CLOSED ENTIRE DAY)
- Smith Street 1<sup>ST</sup> to 2<sup>nd</sup> St (CLOSED ENTIRE DAY) (Possible 2<sup>nd</sup> to 3<sup>rd</sup> closure)
- Moore Street 1<sup>st</sup> to 2<sup>nd</sup> St (CLOSED ENTIRE DAY)
- All Streets from LaSalle St to Territorial St (CLOSED AT 2<sup>ND</sup> ST. TO THE WEST: ½ DAY)
- Fire Station (Breakfast, Chicken BBQ, Blood Mobile)
- Museum Grounds (Flag Raise)



- High School Parking Lot (Parade Staging)
- Methodist Church Parking Lot (Parade Staging, Grand Marshal location)
- Elementary/Middle School Fields & Parking Lot (Parade Staging)
- Former Jean Nixon Lot: (Vendors & Parking)
- Harrisburg Dental Property (Disabled Parking)
- Fire Station Parking Lot (old): Senior & Disabled parking for breakfast.
- Gazebo: Decorated for the day – no bands in 2021, Flag Raising @ 10:00am, 8:30pm, presentation of colors and pledge of allegiance.

**PARADE ROUTE – Route Map Attached (Requires Separate Parade Permit)**

*City puts out barricades with closed street warnings for 4<sup>th</sup> of July 3 days prior to the event, along the Parade Route*

*Detour route signs are put out by the City at the following locations on Thursday, June 30:*

- *Before the intersection of Priceboro & 6<sup>th</sup> St, with detour to Powerline Rd.*
- *At the intersection of Territorial and N. 3<sup>rd</sup> St.*
- *On the gravel row adjacent to City water plant.*

***SECONDARY PARADE ROUTE – Route Map Attached – City permit only needed.*** *If secondary route is used, Detour Route Signs will be needed for Territorial St at Powerline. Secondary route is marked on the map. The secondary map would require a huge amount of communication with people in this end of the town, especially those on N. 9<sup>th</sup> St. above Smith St, along Diamond Hill Rd, and south on N. 7<sup>th</sup> St. More barricade signs would also be required. The start of the parade would shift to 9<sup>th</sup> & Smith St.. Staging for the parade would remain the same. There would be three different safety corridors, and detours for area residents on this route. One would be located at 9<sup>th</sup> & Diamond Hill Road, another at 7<sup>th</sup> & Diamond Hill, and a big one would be located at 6<sup>th</sup> & LaSalle. This route adds 2,000 linear feet of parade space, and doesn't require approval from ODOT. Deputies would be placed in the high traffic areas that have safety corridors.*

*Please note that due to the complexity of the intersection schedules in the matrix below, and the fact that both Council and many event attendees want the parade to be along the normal parade route, the event permit does not show the secondary route schedules. If it becomes necessary to change the parade route, the HFEA will immediately adjust the intersection schedules to compensate for the change in routing.*

## Intersection Staffing Schedule/Road Closure Times:

Intersection	Staffing by	Road Closure	Responsibility
9 <sup>th</sup> & Territorial	9:30am: City Flagger (1) Stay until 12:30pm	10:00am: 9 <sup>th</sup> St. Closed to Southbound traffic only	Barricade Traffic <ul style="list-style-type: none"> <li>• Close traffic heading south on 9<sup>th</sup> St at 10:00am</li> <li>• Tell drivers wanting to stage that they need to go counter clockwise to 3<sup>rd</sup> St, and then LaSalle St.</li> <li>• Traffic heading <b>north</b> on 9<sup>th</sup> may exit.</li> </ul>
9 <sup>th</sup> & Smith	9:30am: HFEA Volunteer (1)	N/A	Barricade Traffic & Parade Staging <ul style="list-style-type: none"> <li>• Direct traffic to staging areas.</li> </ul>
7 <sup>th</sup> & Smith	9:30am: HFEA Volunteer (Parade <u>Lead</u> ) until Parade ends	10:00am: 7 <sup>th</sup> St. Closed to southbound traffic only	Parade Coordination & Participant Order <ul style="list-style-type: none"> <li>• Close Traffic at 10:00. Anyone here for staging should be routed counterclockwise to the staging areas.</li> </ul>
6 <sup>th</sup> & Smith	9:30am: HFEA Volunteer (1) until Parade ends	10:00am: 6 <sup>th</sup> St. closed to northbound traffic only (except for horses and kids floats)  Traffic turning from Smith onto 6 <sup>th</sup> St. is ok.	Barricade Traffic & Participant Directions <ul style="list-style-type: none"> <li>• Close traffic coming from 6<sup>th</sup> St onto Smith St at 10:00am</li> <li>• After 10:00, the only traffic that should be on Smith is residential from homes in this area. They can exit south onto 6<sup>th</sup> St.</li> <li>• Traffic wanting to stage needs to turn around, and proceed to LaSalle, and then 9<sup>th</sup> St.</li> <li>• Equestrian and kids stage off of 6<sup>th</sup> St. through the school bus lot (Instruct them to keep horses on grass until called forward)</li> </ul>
4 <sup>th</sup> & Smith	9:30am: City Flaggers (1.5) 1 stays until after parade ends; 1 stays until right before parade starts; <b>PLEASE VERIFY THAT POWER IS ON IN BN PARK BY 10:00AM!</b>	10:00am: 4 <sup>th</sup> St. closed to eastbound traffic on Smith St. 10:30am: closed to westbound traffic on Smith St.	Barricade Traffic – Safety Control <ul style="list-style-type: none"> <li>• Close traffic going East at 10:00am</li> <li>• Ok to allow traffic from breakfast to head west on Smith until 10:30</li> <li>• After 10:30, all breakfast traffic routed to 4<sup>th</sup> St.</li> <li>• After 11:00, only one person is needed here; the other flagger can leave.</li> <li>• After Parade starts, keep people from standing/sitting on rail lines.</li> <li>• Anyone here for staging should be routed counterclockwise to the staging areas.</li> </ul>
3 <sup>rd</sup> & Smith	9:30AM: City Flaggers (2)	10:00am: Closed to eastbound traffic on Smith St. 11:00am: 3 <sup>rd</sup> St. closed to non-parade traffic between Smith & LaSalle St's.	Barricade Traffic – Safety Control <ul style="list-style-type: none"> <li>• Close traffic going East on Smith St. at 10:00am</li> <li>• Traffic heading west is ok until 10:30</li> <li>• At 11:00, the 2<sup>nd</sup> St. detours start.</li> </ul>
Territorial & 3 <sup>rd</sup> St.	10:45am: Deputy (1). Stay until deputy at end of parade turns onto LaSalle St. heading east.	11:00am: Closed to Southbound traffic on 3 <sup>rd</sup> St.	<ul style="list-style-type: none"> <li>• Detour Route for both Territorial and Southbound 3<sup>rd</sup> St. (Hwy 99E) Traffic.</li> <li>• Detour begins at 11:00am.</li> </ul>

<b>LaSalle &amp; 2<sup>nd</sup> St.</b>	<b>10:45am:</b> Deputy (1) plus (1) HFEA volunteer. Stay until deputy at end of parade turns onto LaSalle St. heading east.	<b>11:00am:</b> Closed to Northbound traffic on 3 <sup>rd</sup> St.	<ul style="list-style-type: none"> <li>• Detour Route for Northbound 3<sup>rd</sup> St. (Hwy 99E) Traffic.</li> <li>• Detour begins at 11:00am.</li> <li>• Actively direct regular traffic onto 2<sup>nd</sup> St., direct large trucks who can't make turn up to LaSalle &amp; the HFEA flaggers at that location.</li> </ul>
<b>LaSalle &amp; 3<sup>rd</sup> St.</b>	<b>10:30am:</b> HFEA Volunteers (2) Stay until deputy at end of the parade turns onto LaSalle St. heading east.	<b>11:00am:</b> Deputy to send traffic northbound onto 2 <sup>nd</sup> St. Only trucks that can't make the turn should go to LaSalle St.	Barricade Traffic & Parade/Crowd Control <ul style="list-style-type: none"> <li>• Set up Safety Corridor at 11:00am.</li> <li>• Trucks might need to use this intersection to turn west onto LaSalle, if northbound on Hwy 99E/3<sup>rd</sup> St. Be prepared to move crowd if needed.</li> <li>• Send church, commercial, political floats to east on LaSalle; turn north on 9<sup>th</sup>; stage on Smith</li> </ul>
<b>6<sup>th</sup> &amp; LaSalle St.</b>	<b>10:30am:</b> HFEA Volunteers (2) Stay until the deputy at end of the parade crosses 6 <sup>th</sup> heading east on LaSalle St.	<b>11:00am:</b> Intersection closed to north bound traffic from 6 <sup>th</sup> St. after this time.	Barricade Traffic – Parade & Crowd Control <ul style="list-style-type: none"> <li>• Close traffic turning from 6<sup>th</sup> heading east or west onto LaSalle at 11:00am.</li> <li>• Life Bible float allowed to go north on 6<sup>th</sup> St to ball field</li> <li>• Event Staff allowed to go north on 6<sup>th</sup> to ball field</li> <li>• Staging Directions: based on staging/event map.</li> </ul>
<b>Sommervill e Loop &amp; 6<sup>th</sup> St.</b>	<b>10:45am:</b> Deputy (1) Remain until 12:30pm.	<b>10:45am:</b> Closed to northbound traffic on 6 <sup>th</sup> St. unless they are staging for the parade.	Detour Route for Northbound S. 6 <sup>th</sup> St. traffic. <ul style="list-style-type: none"> <li>• Through traffic routed to Priceboro Rd to Powerline to bypass Harrisburg.</li> <li>• Intersection @ LaSalle closes to all traffic at 11:00. If they haven't already staged, they are too late!</li> </ul>
<b>2<sup>nd</sup> &amp; Smith St.</b>	<b>12:00pm:</b> HFEA Volunteer (1)	<b>All day:</b> Closed to through traffic on Smith to 3 <sup>rd</sup> .	Barricade Traffic & Crowd/Event Control <ul style="list-style-type: none"> <li>• Direct traffic onto Smith St. for the car show after the parade</li> <li>• Do NOT allow any other cars through – NO THRUWAY!</li> <li>• Motorcycles are allowed in insurance parking lot as part of show only.</li> </ul>

<b>Railroad Tracks</b>	<b>Staffing time and by</b>	<b>Responsibility</b>
Railroad Crossing on Smith - Fast Track	<b>10:30 am:</b> HFEA Volunteers (2) Stay until last float has turned onto 3rd St	Parade & Crowd Control <ul style="list-style-type: none"> <li>• Keep people from standing/sitting on the tracks</li> <li>• Use stop signs to stop floats from going onto tracks until there is space for them on other side</li> </ul>
Railroad Crossing on LaSalle St.- Fast Track	<b>11:00 am:</b> HFEA Volunteers (2) Stay until last float has passed 6 <sup>th</sup> St	Parade & Crowd Control <ul style="list-style-type: none"> <li>• Keep people from standing/sitting on the tracks</li> <li>• Use stop signs to stop floats from going onto tracks until there is space for them on other side</li> </ul>
Railroad Crossing on LaSalle St - Slow Tracks	<b>11:00 am:</b> HFEA volunteer (1) Stay until last float has passed your location.	Parade & Crowd Control <ul style="list-style-type: none"> <li>• Keep people from standing/sitting on the tracks</li> <li>• Use stop signs to stop floats from going onto tracks until there is space for them on other side</li> </ul>
Parade Route	3-8 HFEA Volunteers	Parade & Crowd Control <ul style="list-style-type: none"> <li>• Monitor parade route to reduce safety issues caused by participants and spectators</li> <li>• Do not allow parade participants to get on and off floats during the parade.</li> </ul>



### Barricade Schedule: City drops off & picks up

Type of Barricade	Location	Timeframe
T3 + Event Sign	LaSalle & 2 <sup>nd</sup> St.	AM
T3 x 2	Fountain & 1 <sup>st</sup> St. + Alley	AM
T3 x 2	Schooling & 1 <sup>st</sup> St. + Alley	AM
T3 x 2	Kesling & 1 <sup>st</sup> St. + Alley	AM
T3 x 2	Macy & 1 <sup>st</sup> St. + Alley	AM
T3 x 2	Moore & 2 <sup>nd</sup> St. + Alley	AM
T3 x 2	Smith & 3 <sup>rd</sup> St. + Alley	AM
T3 x 2	Monroe & 1 <sup>st</sup> St. + Alley	AM
T3	Territorial & 1 <sup>st</sup> St.	AM
T3 + Event Sign	Territorial @ 2 <sup>nd</sup> St.	AM
T3 x 2 + Event Sign	Smith St. @ 2 <sup>nd</sup> St.	AM
T3 x 2 + Event Sign	Smith St. @ 3 <sup>rd</sup> St.	AM
T3 x 1 + Event Sign (2) FIRE LANE -NO PARKING	Alley behind post office lot	AM
Cones – 10	3 parking spaces closest to Gazebo for bands	AM
<b>Parade Barricades</b>	All barricades in parade areas are removed following the parade	
	9 <sup>th</sup> & Territorial	AM – Standby for 10:00
	7 <sup>th</sup> & Territorial	AM – Standby for 10:00
	4 <sup>th</sup> & Territorial	AM – Standby for 10:00
	3 <sup>rd</sup> & Territorial	AM – Standby for 10:00
	Driveway @ Pharmacy	AM – Standby for 10:00
	Heather Turn @ 9 <sup>th</sup>	AM – Standby for 11:00
	McKenzie Court @ 9 <sup>th</sup>	AM – Standby for 11:00
Both sides of 9 <sup>th</sup>	Moore St. @ 9 <sup>th</sup> (both sides)	AM – Standby for 11:00
	4 <sup>th</sup> & LaSalle St.	AM – Standby for 11:00
	5 <sup>th</sup> & LaSalle St.	AM – Standby for 11:00
Both sides of LaSalle	6 <sup>th</sup> & LaSalle St.	AM – Standby for 11:00
T1 + Event Sign (No Dogs & Fireworks West of 2 <sup>nd</sup> St.)	LaSalle St. @ 2 <sup>nd</sup> St.	AM
T1 + Event Sign	Fountain St. @ 2 <sup>nd</sup> St.	AM
T1 + Event Sign	Schooling St. @ 2 <sup>nd</sup> St.	AM
T1 + Event Sign	Kesling St. @ 2 <sup>nd</sup> St.	AM
T1 + Event Sign	Macy St. @ 2 <sup>nd</sup> St.	AM
Add Event Sign to T3	Moore S. @ 2 <sup>nd</sup> St.	AM
Add Event Sign to T3	Smith St. @ 2 <sup>nd</sup> St.	AM
T1 + Event Sign	Monroe St. @ 2 <sup>nd</sup> St.	AM
Add Event Sign to T3	Territorial St. @ 2 <sup>nd</sup> St.	AM
<b>SAFETY BARRIERS</b>	City Streets will have chalk or flour on sides of streets to mark a barrier line, approx. 5' from sidewalks. ODOT/Hwy 99 will have only cones on it. Signs will be marked <b>FOR SAFETY, PLEASE KEEP CHILDREN BEHIND LINES!</b>	
<b>Safety Corridor – Safety Delineators provided by HFEA</b>	@ LaSalle & 3 <sup>rd</sup> St., safety delineators will be set up with a lane marked out for pedestrians to cross the street once the parade starts. This will better control the drive lane needed for large trucks to make the turn onto LaSalle St., who can't make the tight turn onto 2 <sup>nd</sup> St.	
	Smith St., from 7 <sup>th</sup> St. to 3 <sup>rd</sup> St.	2 cones per block on both north and south sides of Smith St.
	3 <sup>rd</sup> St., from Smith St. to LaSalle St.	2 cones per block on both east and west sides of 3 <sup>rd</sup> St.

Type of Barricade	Location	Timeframe
	LaSalle St, from 3 <sup>rd</sup> to fast tracks	2 cones per block on both north and south sides of LaSalle St.
	LaSalle St, from fast tracks to 6 <sup>th</sup>	2 cones entire stretch, both north and south sides
	LaSalle St., from 6 <sup>th</sup> St. to Baseball field	4 cones, entire stretch.
<b>RAILROAD SAFETY BARRIERS</b>	8 signs – along with HFEA volunteers in Safety vests, with stop signs. (Only volunteers who can be tough are allowed here.) Signs will state that you must leave room for forward float to move and to not stop on tracks. Will also state LIVE TRAINS! Even though the slow tracks don't operate trains during the event (barring an emergency), we still staff them.  16 A Frame signs that will be located next to sidewalks on both sides of tracks. <b>LIVE TRAINS: DO NOT SIT OR STAND ON RAILROAD TRACKS.</b>	
<b>CAR SHOW MARKERS</b>	None this year	
<b>Disabled Parking – Firemen will monitor this location.</b>	Paved Parking area at Fire station open only to <b>DISABLED AND SENIOR</b> parking. (Applies only between the old fire station, and the new one) Museum parking is for Museum Personnel	
<b>Disabled Parking – No Personnel Assigned</b>	Paved Parking area at Magnuson Dental; Save space for Magnusons!	

#### No Parking Signs – Parade Route (Signs are placed 3 days before event) & Main Event Spaces

9 <sup>th</sup> St from LaSalle St to Monroe St.
All of Monroe Street (East of 7 <sup>th</sup> St.)
Smith St. 1 <sup>st</sup> to 3 <sup>rd</sup> St.
Moore St. 1 <sup>st</sup> to 2 <sup>nd</sup> St.
All 1 <sup>st</sup> St.
LaSalle Street from 6 <sup>th</sup> St. to the apartments
Parking Lot at Post office (Just in case it's needed)

#### Date(s) and Time(s) of Event:

##### Firecracker 5K June Events:

- Pre-Registration: Saturday, June 12, 2021 @ Hagan Hamilton Ins in Junction City 9:00 to 1:00
- Pre-Registration: TBD

##### July 3<sup>rd</sup> Events:

- 7:00am to 10:00am Breakfast by Volunteer Firefighters
- 7:00am to 8:00am Firecracker 5K Pre-Registration for Event
- 9:00am Firecracker 5K Race
- 10:00am Firecracker Kids Race
- 10:30am Awards
- 2:00pm Bike Decorating Contest (Museum)
- 5:00pm Car-Hop and Cruise-In (Harrisburg Plaza)
- Time TBD The Voo – Motorcycle Rally Event?

##### 4<sup>th</sup> of July Event:

- All Day
- 6:00am to 10:00am Volunteer Firefighters Breakfast
- 7:00am to 4:00pm Museum Open – Lighting of the Steam Engine

- 8:00am Flag Raising by VFW & Boy Scouts (Museum)
- 9:00am to 10:00am Life Flight Air Ambulance – NOT CONFIRMED
- 9:00am – 1:00pm Library Book Sale
- 10:00am – 2:00pm HART Fundraiser: Water Balloon yoyo's, water & soda (3<sup>rd</sup> & Smith) (Not Confirmed)
- 10:00am – 2:00pm Chicken BBQ – Fire Hall by Life Bible
- 10:00am – 5:00pm Marketplace Vendors
- 10:00am – 5:30pm Skatepark Open
- 10:00am – 6:00pm Meet the Artists at the Gallery (294 Smith St.)
- 10:00am – 10:00pm Regular Vendors
- 11:00am - 12:30pm Parade
- 8:30pm Presentation of Colors, Pledge of Allegiance, and National Anthem
- Dusk Fireworks!

**How many people do you expect to attend this event?** 5,000 to 10,000 – Local Attendance is emphasized

**Please describe the Public Event, including potential nuisance issues such as noise, dust, trash, and other health and safety considerations.**

**Noise:** A DJ might be present at the Car Hop, TBD. Noise from bands in the parade itself, 10:30 to 12:30, Fireworks banned from 2<sup>nd</sup> St to the river, Possible bands for area restaurants (TBD) large Fireworks starting at dusk

**Dust:** None – Other than Regular Traffic

**Trash:** City sets garbage cans throughout event area, along with recycling at the riverfront areas. Need additional garbage cans at vendor area, if garbage will not be emptied after a certain time.

Candy will be on the candy float – handed out by volunteers. Candy may not be provided by parade participants! HFEA provides volunteers to help with picking up event trash in event areas the day after the event to assist PW crew.

**Sanitary:** Porta-Pots from Honey Buckets – See attached map  
Hand Wash Stations – See attached map  
Public bathrooms at the Museum and by the River open during nearby events

**COVID-19:** The HFEA is being cautious about trying to control this event, and incorporating requirements as recommended by the Oregon Health Authority (OHA). Some of those are as follows:

- Reminding everyone that the event is local to the Tri-County Area, in an attempt to discourage people from metro areas attending.
- In addition to LCSO, hiring security, rangers, and reserve officers to assist with crowd control
- No bands this year. Crowds are insane during bands playing, and between people walking through, the vendors, and bands, it would be too many people crammed in a small area.
- Vendors are required to follow OHA standards, including how they allow people to line up both to order, and to pick up food items.
- Vendors are staggered down the street, rather than being set up in parking right across from each other.
- 5K participants park separately, and if large numbers are present, we will have two starting times.
- Kids games have been cancelled, and events, like bike decorating contests, have replaced them.

- There will be no bouncies this year, as it places small children too close together to be comfortable.
- Candy is donated to the HFEA, and they are parceled out between bags by members wearing face masks and gloves. A special candy wagon is being requisitioned.
- Additional hand washing stations are being provided in vendor areas, and in other high traffic areas.
- There is no car show...instead, people can show off their cars in a car-hop, which encourages people to not leave their vehicle. There can also be an unsanctioned cruise on the evening of the 3<sup>rd</sup> of July.
- Larger fireworks were purchased for this year. This will help us gain height on most of the fireworks, making it easier for people to see them from their homes. We are encouraging more people to stay at home to watch them.

**Fireworks:** City assists HFEA by digging pits in the field where fireworks will be set off (See the Fireworks Map for area that is cleared for fireworks). The Fire Department provides licensed pyrotechnic operators (Up to 6), as well as providing fire trucks and water tenders in the field being used for setting off fireworks. *Fireworks are strictly licensed by the state and state fire marshal.*

**Insurance Requirements:** *If the decision maker determines that the public event creates a significant potential for injury to persons or property, the applicant shall furnish evidence of liability insurance. If the organizer doesn't file proof of non-cancellable insurance at least 10 days prior to the first day of the event, the City Administrator may void a permit for the public event, and will notify the organizer at the address above.*

- *The City of Harrisburg and the HFEA have a MOU stating that general insurance requirements are covered under the City's liability umbrella.*
- *The HFEA does purchase insurance listing the city and HFEA as additional insureds for the Marketplace Vendors*
- *The HFEA does require all regular vendors to provide a minimum \$1,000,000 policy that states the city and the HFEA as additional insureds.*

**Noise:** Will this event include noise that may impact neighboring properties, including information on any amplified sound? X Yes ☐ No. If yes, please describe what kind of noise or amplified sound you are providing, and the hours of such operations: ***Bands will be playing in the parade, and accompanying vehicular noise along with sirens and horns (10:30 to 1:00) DJ @ Harrisburg Plaza on July 3<sup>rd</sup>, TBD.***

Other information relative to the impact the event may have on health and safety issues, or the convenience of neighbors near the event or the general public:

- *Barricades on 2<sup>nd</sup> St block off all streets that go to the river are necessary to protect neighbors on all of the streets from cars trying to park and maneuver in these areas. (See Barricade Schedule)*
- *Signs on the barricades are necessary to prevent people from allowing dogs in the main event area, and to prevent fireworks from being in the event area.*
- *Detour Signs going up 3 days prior to event remind everyone of parade and road closures*
- *Road Closure signs going up on city streets that will be closed due to parade routes, or events minimum 3 days prior to allow for towing of vehicles*
- *ODOT Permit notifies overweight/oversize traffic of avoiding the Harrisburg area and of detours one month prior.*
- *Parade Rules include informing all vehicles that candy can only be handed out by walkers*
- *Parade Rules specify that people may not get on or off a vehicle while it is moving*
- *Parade Rules state that people should not hand out anything that can harm people*

- Bouncy rules are strictly enforced (No shoes, no liquids, no gum, no food, and limits of children are strictly kept to size of bouncy)

**You are required to include an event site plan (drawn to scale) that provides the following information:**

- X A Traffic Plan, including emergency access routes
  - ODOT Parade Permit is required, with detour signs and detour routes marked on map
  - Linn County Road Department Permit is required for Sommerville Loop outside of the city limits
- X Proposed parking areas – Map attached – Handicap is on city streets, or at 2<sup>nd</sup> & Macy St. (Additional handicapped and senior parking for breakfast in paved parking adjacent to old fire station station.)
- € Setbacks from adjoining properties
- X Location and quantity of proposed sanitary facilities – Honey Bucket Map attached.
- X Source(s) and location of potable water – Water Fountains in town, otherwise vendor provided
- € Any proposed overnight camping area
- X Location and plans for proposed signage for the event
  - Custom signs; no dogs or fireworks west of 2<sup>nd</sup> St goes on the barricade for each street in town that is blocked from 2<sup>nd</sup> St to Riverside Park
  - Detour Signs are placed at the beginning of the bridge on the west side, on 6<sup>th</sup> St at the intersection of Priceboro, and at LaSalle St., and on 3<sup>rd</sup> St, where the south bound traffic is detoured to Territorial and south on 2<sup>nd</sup> St., and on 7<sup>th</sup> & Territorial St., and finally, on 9<sup>th</sup> St. at the Smith St. intersection.
- X Location and number of garbage cans and recycling containers, and a plan for how waste generated by your event will be disposed of – The City provides both garbage and recycling containers, as well as determining the schedule for removal of waste.
- € If dust will be generated by this event; please provide a plan showing how you will contain it.

You are required to provide a valid copy of all necessary licenses required by the state, or local health authorities. Please list applicable licenses provided: **ODOT Parade Permit & Linn County Road Permit – Copy of Fireworks Contract with required licensing/permitting by vendor & pyrotechnics.**

**Any changes to the persons principally involved with this event must be communicated to the City Administrator prior to the first day of the event.**

**Applicant Signature:** \_\_\_\_\_

**Date:** 5-31-21

**Preapplication Conference:** A preapplication conference might be required before the application is deemed complete by the City. Any preapplication conference shall take place within 10 working days of receipt of the application by the City.

**Application Review:** The City Administrator shall review the application for completeness. Each reviewing authority shall review the application, and determines whether the application contains sufficient information to show that the applicant can comply with the requirements of HMC 9.52. (Reviewing authorities means any government official designated by the City Council to review an application for a permit to conduct a public event. It can also include, but is not limited to the City



Administrator, the Public Works Director, the Chief of Harrisburg Fire and Rescue, and the Linn County Sheriff or his/her designee).

Upon receipt of the complete application, the City Administrator will mail a notice to property owners within 300 feet of the planned location for the proposed public event. The City Administrator is required to provide property owners with at least ten days from the date of the mailing to comment in writing on the proposal.

The City Administrator may impose any conditions deemed appropriate, regardless of whether they are included in HMC Chapter 9.52. Written notice of conditions and approval shall be provided to the applicant.

The City Administrator can deny the application if:

1. The applicant is unable to demonstrate compliance with or the ability to comply with the rules and regulations set forth in this chapter.
2. The City Administrator is unable to make any of the findings of fact required in HMC Chapter 9.52.

Any party may appeal a final decision of the City Administrator on a public event application to the City Council by providing written notice to the City Administrator no later than 10 days after the mailing of the notice of decision. Any hearing on the appeal shall be conducted de novo. Notice of the hearing shall be provided to the appellant and to all participating parties, either orally or in writing, at least 10 days prior to the City Council hearing.

**Office Staff Use Only:**

To be verified with applicant:

- € Temporary Liquor License needed
- € Noise Permit protocol needed
- € Dance Permit required

Date Rec:

Review Complete:



## Fireworks Display Proposal Summary

Harrisburg Festival & Event Association/Harrisburg Fire Department

Harrisburg Old Fashioned 4th of July

July 4, 2021

Your display proposals include the following services to be provided by Western Display Fireworks, Ltd:

- Process and pay for a General Fireworks Display Permit issued by the Oregon State Fire Marshal's office and approved by local police and fire authorities
- Payment of the Lane County Sheriff's Office background check fee associated with their approval of the OSFM display permit application
- Process and submit the Oregon State Marine Board Permit Application
- Provide transportation by a properly licensed vehicle and a CDL hazmat driver for all pyrotechnics to Hayworth Seed Warehouse
- Provide \$5,000,000 commercial auto insurance to cover transportation
- Supply all pyrotechnics as listed on the attached detailed proposal
  - Complimentary product has been included in your display for signing the 2019-2021 Multi-Year Contract Addendum. These items include (6) spectacular 24-100 count multi-shot boxes.
- Provide delivery and pick up of all necessary mortars required to pre-load and fire the display

Portland, OR • Boise, ID

1. p.d. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

**AMENDMENT**  
**TO THE DISPLAY AGREEMENT AND PURCHASE ORDER**

THIS AMENDMENT ("Amendment") is entered into on this 22<sup>ND</sup> day of May, 2020 by and between Western Display Fireworks, Ltd., an Oregon corporation, whose address is set forth above, ("Western") and Harrisburg Festival & Event Association/Harrisburg Fire Department, whose address is PO Box 378, Harrisburg, OR 97446 ("Sponsor"). Western and Sponsor are sometimes individually referred to as a "Party" and collectively as the "Parties."

WHEREAS the Parties have previously entered into a Display Agreement and Purchase Order;

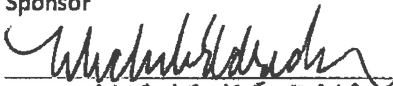
WHEREAS as a result of the COVID-19 outbreak, events are being postponed, and the Parties which to memorialize the changes to the Display Agreement and Purchase Order;

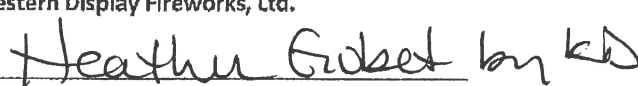
WHEREAS subject to the Display Agreement and Purchase Order section 19, It may be modified by mutual, written agreement of the Parties.

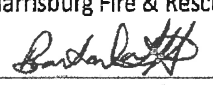
NOW THEREFORE, in consideration of the mutual terms and conditions set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **New Date.** The designated date from Section 1., Proposal #20-6432, is cancelled. The new date is July 4, 2021, as detailed in Proposal #21-6672, which is incorporated herein by this reference, (the "Display") in accordance with the program approved by both Parties.
2. **Deposit and Payment Terms.** The Parties agree that all deposits (\$3,000.00) made by Sponsor shall be applied to the event which will take place on July 4, 2021. The remaining balance of the price, \$9,000.00, is due in full on or before July 14, 2021.
3. **No Other Changes.** All other terms of the Display Agreement and Purchase Order remain in force.

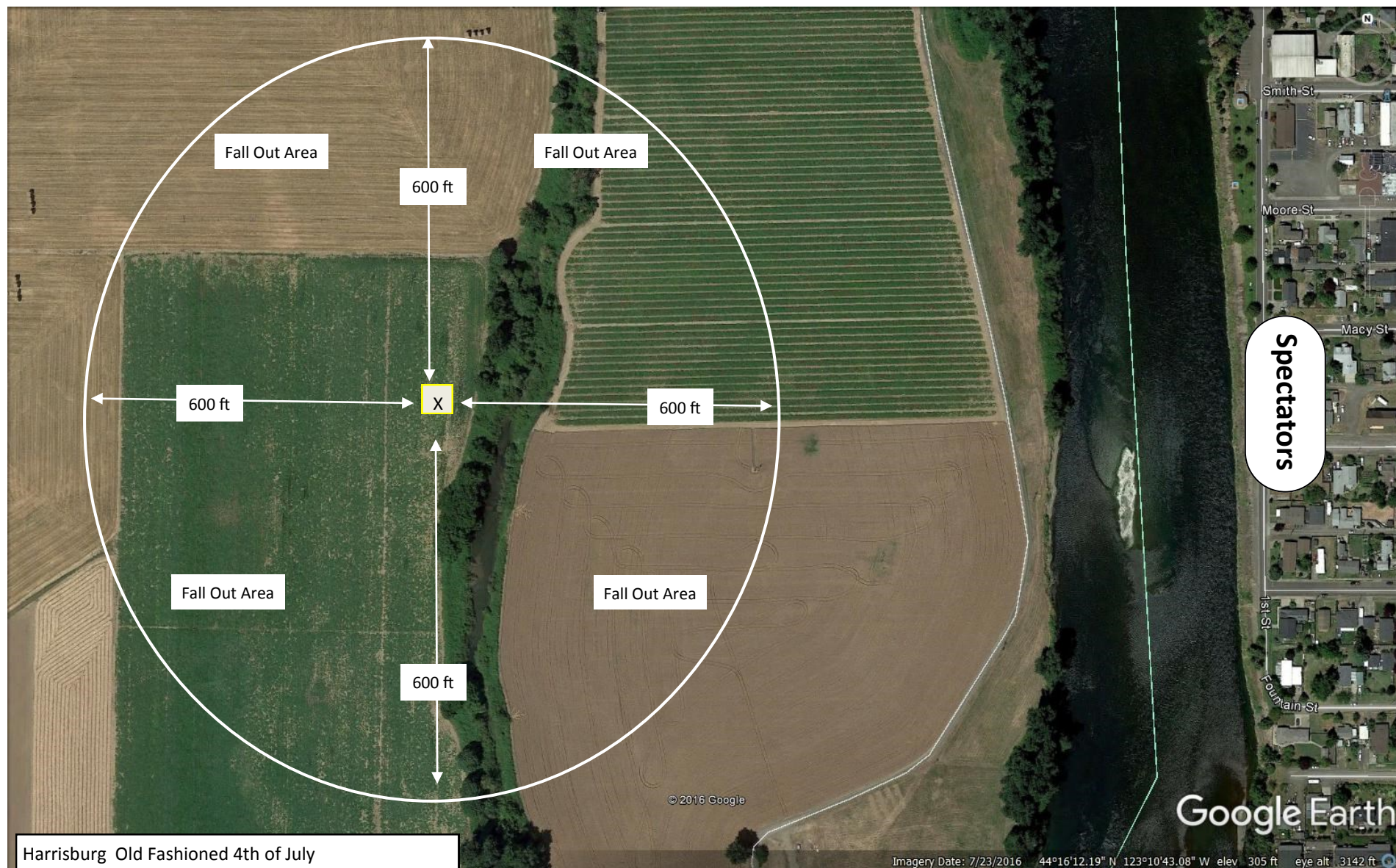
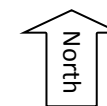
The pricing and product offered in the Proposal shall remain firm if this Agreement is mutually executed by both Parties on or before May 26, 2020.

Sponsor  
  
 By: MICHELE ELDREDGE  
 Its: VICE-PRESIDENT  
 Date: 5-20-20

Western Display Fireworks, Ltd.  
  
 By: Heather J. Gobet  
 Its: President  
 Date: 5/22/20

Co-Sponsor  
 Harrisburg Fire & Rescue  
  
 By: BART GRIFFITH  
 Its: Fire Chief  
 Date: 5/21/20





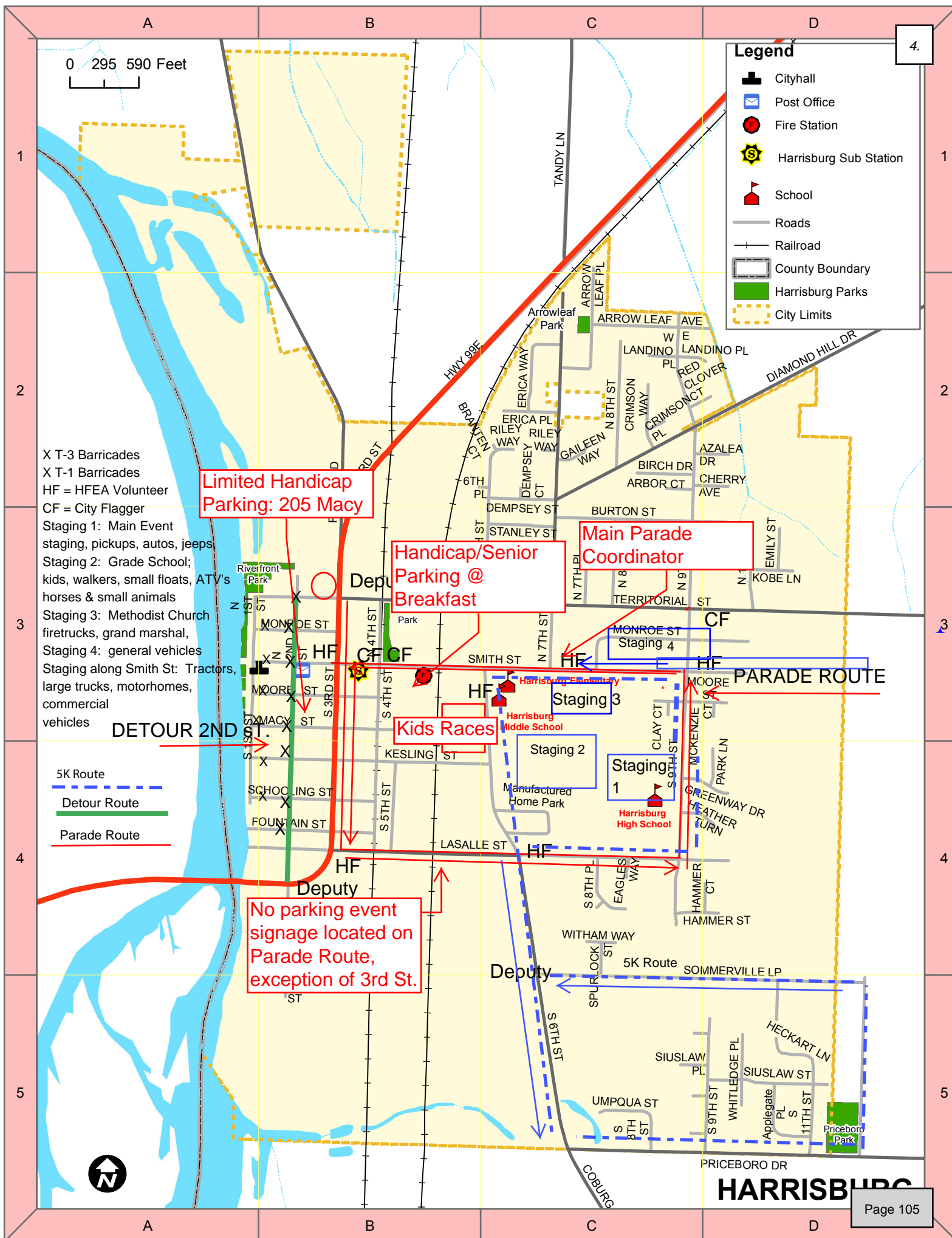
Harrisburg Old Fashioned 4th of July

Harrisburg, Oregon

Discharge Site 40' X 40'

Western Display Fireworks

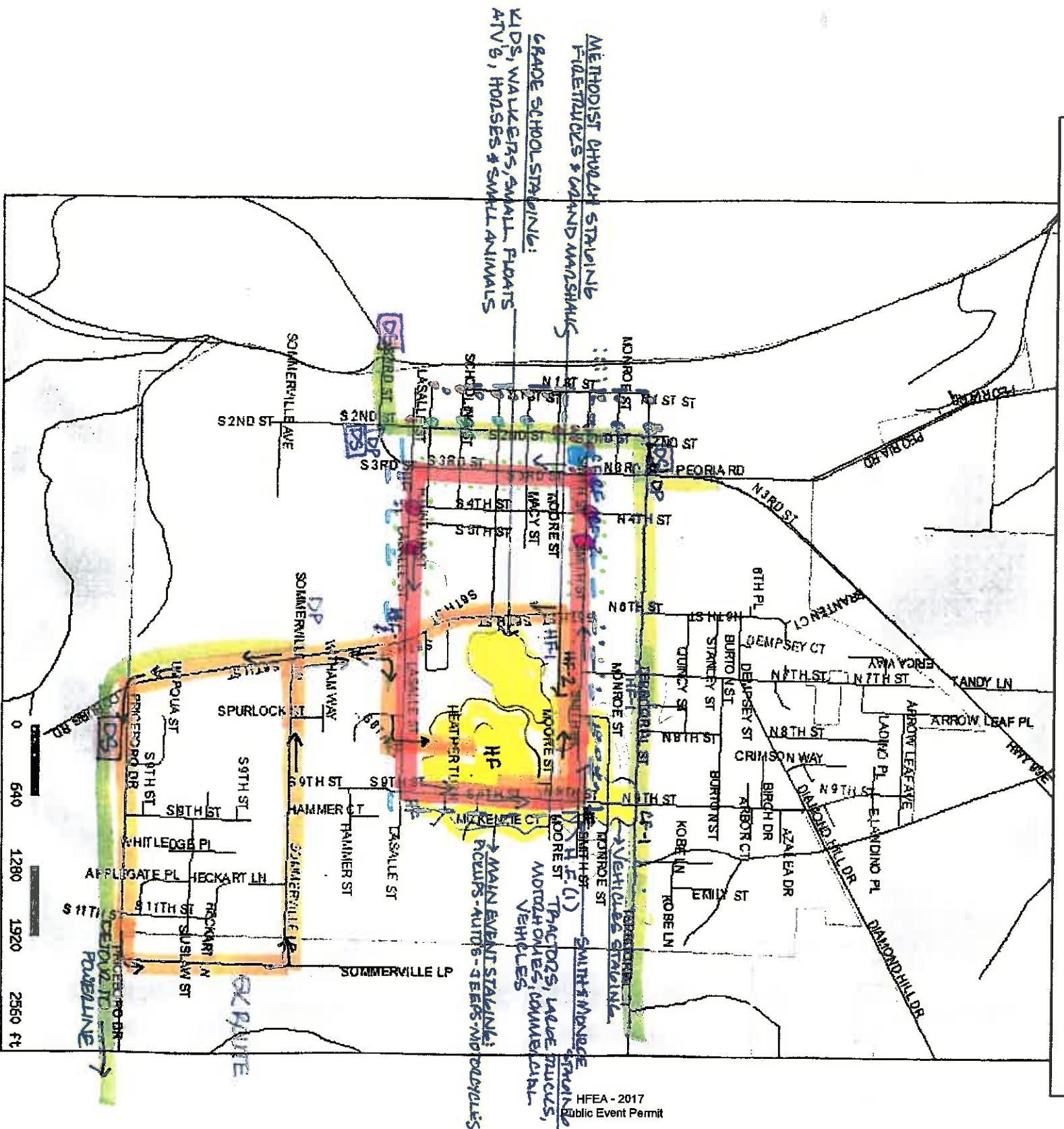
Revised 5 2017







# City of Harrisburg Road Map





# APPLICATION AND PERMIT TO OCCUPY OR PERFORM OPERATIONS UPON A STATE HIGHWAY

See Oregon Administrative Rule, Chapter 734, Division 55

PERMIT NUMBER

4.

CLASS :

KEY#

## GENERAL LOCATION

PURPOSE OF APPLICATION  
(TO CONSTRUCT/OPERATE/MAINTAIN)

HIGHWAY NAME AND ROUTE NUMBER

OR-99E/58/Albany-Junction City

☐ POLE  
LINE

TYPE

MIN. VERT. CLEARANCE

HIGHWAY NUMBER

58

COUNTY

Linn

☐ BURIED  
CABLE

TYPE

BETWEEN OR NEAR LANDMARKS

Smith St. &amp; LaSalle St.

☐ PIPE  
LINE

TYPE

HWY. REFERENCE MAP

AML

DESIGNATED FREEWAY

☐ YES☒ NO

IN U.S. FOREST

☐ YES☒ NO☐ NON-COMMERCIAL SIGN AS DESCRIBED BELOW

APPLICANT NAME AND ADDRESS

Harrisburg Festival &amp; Events Association/City of Harrisburg

Attn: Michele Eldridge

PO Box 378, Harrisburg, OR 97446

☐ MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW

## FOR ODOT USE ONLY

BOND REQUIRED

☐ YES☐ NO

REFERENCE:

OAR 734-055

-0035(2)

AMOUNT OF BOND

INSURANCE REQUIRED

☐ YES☐ NO

REFERENCE:

OAR 734-055

-0035(1)

SPECIFIED COMP. DATE

## DETAIL LOCATION OF FACILITY (For more space attach additional sheets)

MILE POINT	TO MILE POINT	ENGINEERS STATION	ENGINEERS TO STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
					CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
28.59	28.89	1378+80	1394+80	Both	n/a	n/a	n/a	Parade	.30 miles

## DESCRIPTION OF DESIRED USE

4th of July Parade, July 4, 2021 11:00am to 12:30pm

## SPECIAL PROVISIONS (FOR ODOT USE ONLY)

## TRAFFIC CONTROL REQUIRED

☒ YES [OAR 734-055-0025(6)]

☐ NO

## OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED

☒ YES [OAR 734-055-0100(2)]

☐ NO [OAR 734-055-0100(1)]

**AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT**
**REPRESENTATIVE \_\_\_\_\_ AT PHONE NO.: \_\_\_\_\_ OR EMAIL OR FAX THIS PAGE  
TO THE DISTRICT OFFICE AT: \_\_\_\_\_, SPECIFY TIME AND DATE WORK IS TO OCCUR.**
**A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.**
**ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0001 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503) 232-1987.**
**CALL BEFORE YOU DIG 1-800-332-2344**

## COMMENTS (FOR ODOT USE ONLY)

 IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT  
OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE

X

TITLE

PW Director

DATE

05.19.21

APPLICANT SIGNATURE

X

APPLICATION DATE

05.19.21

TITLE

City Administrator

TELEPHONE NO.

541-995-2200

 When this application is approved by the Department, the applicant is subject to, accepts and  
approves the terms and provisions contained and attached: and the terms of Oregon Administrative  
Rules, Chapter 734, Division 55, which is by this reference made a part of this permit.

DISTRICT MANAGER OR REPRESENTATIVE

X

APPROVAL DATE

MILE POINT	TO	MILE POINT	ENGINEERS STATION	TO	ENGINEERS STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
							CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	



# **√GENERAL PROVISIONS FOR POLELINE, PIPELINE, BURIED CABLE PERMITS AND MISCELLANEOUS PERMITS**

(Rev) May 2003

<b>APPLICANT: HFEA</b> <b>See Page 1</b>		<b>HIGHWAY:</b> <b>See Page 1</b>		<b>MP:</b> <b>See Page 1</b>	
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**All checked (√) provisions apply.**

## **WORKSITE**

1. Permittee must call for utility locates before digging ("Call Before You Dig") 1-800-332-2344 per Oregon Administrative Rules (Chapter 952, Division 1). You may be held liable for damages. Pre-marking of excavation areas is required.
- √2. Permittee shall have a copy of this permit and all attachments at the work site. They shall be available to the District Manager or representative at their request.
3. Permittee shall acknowledge, in writing, receipt and review of Oregon Administrative Rules (Chapter 734, Division 55) governing miscellaneous facilities and operations on the highway right of way as the governing provisions of this permit or agreement. Copies of this rule may be obtained from any district maintenance office.
- √4. Permittee shall review the Oregon Administrative Rules (Chapter 734 Division 55) governing miscellaneous facilities and operations on the highway right of way as the governing provisions of this permit or agreement. Web Site:  
[http://arcweb.sos.state.or.us/rules/OARS\\_700/OAR\\_734/734\\_055.html](http://arcweb.sos.state.or.us/rules/OARS_700/OAR_734/734_055.html).
5. Access control fence must be maintained during construction and restored to its original or better condition after construction is complete.
- √6. The Permittee shall not use state highway right of way to display advertising signs or merchandise of any kind.
- √7. The stopping and parking of vehicles upon state highway right of way for the maintenance of adjoining property or in furtherance of any business transaction or commercial establishment is strictly prohibited.
8. All grass and small brush within the work area shall be rotary or flail mowed to ground level prior to the beginning of work to facilitate clean up. Disturbed areas shall be reseeded with grass native to the area in an appropriate seeding time.
- √9. The spreading of mud or debris upon any state highway is strictly prohibited and violation shall be cause for immediate cancellation of the permit. Clean up shall be at the applicant's expense. The highway shall be cleaned of all dirt and debris at the end of each work day, or more frequently if so determined by the District Manager or representative.

10. Permittee shall replace any landscape vegetation or fences that are destroyed. Any damage that is not fully recovered within 30 days (weather permitting) shall be replaced by ODOT at the expense of the Permittee. A "plant establishment" shall be understood to be part of the planting work to assure satisfactory growth of planted materials. The plant establishment period will begin when the original planting and all landscape construction has been completed and approved. The length of the establishment period will be one calendar year or as defined in the permit Special Provisions.
11. Permittee shall install and maintain landscaped area. Planting shall be limited to low-growing shrubs, grass or flowers that do not attain sufficient height to obstruct clear vision in any direction. The Oregon Department of Transportation (ODOT) shall have the right to remove said landscaping at any time such removal may appear to be in the public interest, without liability or loss, injury, of damage or any nature whatsoever.

### **TRAFFIC**

- √12. During construction or maintenance, the work area shall be protected in accordance with the current Manual on Uniform Traffic Control Devices, (MUTCD), Federal Highway Administration, US Department of Transportation, and the Oregon Department of Transportation supplements thereto. Flaggers must have a card or certificate indicating their completion of an approved work zone traffic control course. All traffic control devices shall be maintained according to the American Traffic Safety Services Association (ATSSA), Quality Standards for Work Zone Traffic Control Devices handbook.
13. Permittee shall provide a detailed traffic control plan for each phase of the work, showing signs and cones. Plans shall be reviewed and approved by Oregon Department of Transportation in advance of construction or maintenance.
14. All damaged or removed highway signs shall be replaced by the permittee. Installation shall be according to MUTCD standards or ODOT specifications, and shall be completed as soon as possible but no later than the end of the work shift.
15. No lane restrictions are permitted on the roadway during the hours of darkness, on weekends, or between 6:00 AM and 9:00 AM, or 4:00 PM and 7:00 PM (Monday thru Thursday off by noon on Friday) without prior approval by ODOT.
16. Traffic control with lane restrictions are permitted on the roadway with the following guidelines:  
See attached EXHIBIT: DISTRICT 4 LANE RESTRICTIONS, 02/26/2018.

### **DRAINAGE**

17. On-site storm drainage shall be controlled within the permitted property. No blind connections to existing state facilities are allowed.
18. Excavation shall not be done on ditch slopes. Trench excavation shall either be at ditch bottom or outside ditch area. (Minimum depth at bottom of ditch shall be 36 inches; minimum depth outside of ditch shall be 42 inches).

19. Only earth or rock shall be used as fill material and shall slope so as not to change or adversely affect existing drainage. Fine grade and seed the finished fill with native grasses to prevent erosion.
20. A storm drainage study stamped by an Oregon Registered Professional Engineer (PE) is required. The study must meet standards of the National Pollution Discharge Elimination Systems (NPDES) when any of the following conditions apply:
  - Whenever a four inch pipe is inadequate to serve the developed area,
  - development site is one quarter acre or larger in size, OR contributes one half cubic feet per second OR directly or indirectly affects state facilities,
  - or as directed by the District Manager or representative.
  - An advance deposit for ODOT hydrology reviews may be required.
21. Permittee shall provide on-site retention for storm water runoff that exceeds that of the undeveloped site.
22. All water discharged to an ODOT drainage system must be treated prior to discharge. All requests for connection to an ODOT storm system must meet any requirements of the National Pollutant Discharge Elimination System (NPDES). This may include local jurisdiction approval of on-site water quality treatment facilities and/or development of an operation and maintenance plan for any on-site water quality treatment facility, as determined by local jurisdiction

#### **EXCAVATION/CONSTRUCTION**

- √23. The following ODOT documents and any supplements and subsequent revisions thereto, where applicable and not otherwise superceded by the permit language herein, but only to the extent that they provide standards and performance requirements for work to be performed under the permit, shall be incorporated for use in the permit: "Oregon Standard Specifications for Construction (2018)" and relevant Metric Standard Drawings. ODOT shall have authority over acceptance of all materials and workmanship performed under this permit as stated in Section 00150.00 of the "Oregon Standard Specifications for Construction (2015)." For additional Supplemental and Special Provisions please refer to: <http://www.odot.state.or.us/techserv/roadway/specs/home.htm>. Standard Specification books is available on this site.
24. Open cutting of pavement is allowed in areas specifically approved by District Manager or representative.
25. Trench backfill shall be according to the attached typical drawing, marked as Exhibit \_\_\_\_\_.
26. Open cutting of the highway is allowed with construction in accordance with OAR 734-55-0100. All excavation in paved areas shall be backfilled and the roadway surface patched before the end of each shift. In special cases where steel plates are allowed, said plates shall be pinned and a temporary cold patch applied to the edges. The permittee shall be fully responsible for monitoring and maintenance of temporary patching and steel plating.

27. Compaction tests shall be required for each open cut per Oregon Standard Specification for Construction. Compaction tests shall be conducted once for every 300 lineal feet per lift of continuous trench according to the Manual of Field Test Procedures (MFTP), published by ODOT. Percent Compaction shall be 95%. At the discretion of the District Manager or representative, results of compaction test shall be provided to District Manager or representative at applicants' expense.
28. Control Density Fill (CDF) shall be used as surface backfill material in place of crushed rock in open trenches that impact the travel portions of the highway. A  $\frac{3}{4}$ "-0, or 1"-0 rock will be used for the aggregate. The amount of cement used shall not exceed 3.0% of the total mixture's weight. Maximum compressed strengths must not exceed 250 pounds per square inch (psi).
29. Surface restoration shall be a minimum of eight inches of hot asphalt-concrete (AC), compacted in two inch lifts, or match existing pavement depth, whichever is greater. Sand-seal all edges and joints.
30. All aggregate shall conform to Oregon Standard Specification for Construction, Section 02630 - Base Aggregate.
31. Any area of cut or damaged asphalt shall be restored in accordance with the included attachment "drawing supplied by the applicant. For a period of two years following the patching of paved surface, permittee shall be responsible for the condition of permittee's pavement patches, and during that two year period shall repair to District Manager or representative satisfaction any of the patches which become settled, cracked, broken, or otherwise faulty.
32. An overlay to seal an open-cut area shall be completed prior to the end of the construction season, or when minimum temperature allows per "Oregon Standard Specification for Construction" and any subsequent revisions thereto. Typical overlay shall be 1.5 inches deep and cover the affected area from edge of pavement to edge of pavement, and taper longitudinally at a fifty feet to one inch (50' : 1") ratio. Taper may be adjusted by the District Manager as required. For a period of two years following this patching of the surface, the permittee shall be responsible for the condition of said pavement patches, and during that time shall repair to the District Manager or representative's satisfaction any of the patches which become settled, cracked, broken or otherwise faulty.
33. Highway crossings shall be bored or jacked. Bore pits shall be located behind ditch line or in areas satisfactory to the District Manager. Unattended pits shall either be protected by a six-foot fence, backfilled, or steel plated and pinned.
34. Permittee shall install a "tracer wire" or other similar conductive marking tape or device, if installing any non-conductive, unlocatable underground facility, in order to comply with Oregon Utilities Coordination Council (OUCC), per OAR 952-01-0070 (6).
35. Trench backfill outside of ditch line or in approved areas can be native soil compacted at optimum moisture in twelve inch layers to 90% or greater of the maximum density.
36. Native material that is found to be unsatisfactory for compaction shall be disposed of off the project and granular backfill used.

37. Trench backfill in rock slope or shoulder shall be crushed 1"-0 or ¾"-0 size rock compacted at optimum moisture in eight-inch layers. Compaction tests shall be conducted according to the Manual of Field Test Procedures (MFTP), published by ODOT. Percent compaction shall be 95%. At the discretion of the District Manager or representative, results of compaction tests shall be provided to District Manager or representative at applicant's expense.
38. Where excavation is on fill slope steeper than a two to one (2:1) ratio, slope protection shall be provided using four-inch size rock laid evenly to a minimum depth of twelve inches.
39. No more than 300 feet of trench longitudinally along the highway shall be left open at any one time and no trench shall be left in an open condition overnight (during non work hours).
40. Areas of disturbed cut and fill slopes shall be restored to a condition suitable to the District Manager or representative. Areas of erosion to be inlaid with an acceptable riprap material.
41. All underground utilities shall be installed with three-foot or more of horizontal clearance from existing or contract plans guardrail posts and attachments. All non-metallic water, sanitary and storm sewer pipe shall have an electrically conductive insulated Number 12-gauge copper tracer wire the full length of the installed pipe using blue wire for water and green for storm and sanitary sewer piping.
42. Any area of cut or damaged concrete shall be restored in accordance with the attached Typical Section-Pipe Section under sidewalk.
43. Utility markers and pedestals shall be placed as near the highway right-of-way line as practical. In no case shall pedestals and line markers be located within the highway maintenance area.
44. No cable plowing is allowed within the lateral support of the highway asphalt (i.e. at six feet lower than the edge of the asphalt, no plowing within nine feet of the edge of the asphalt).
45. Review by ODOT Bridge Engineers is required for all proposed bridge and structure attachments and for utility or any facilities to be installed within sixteen feet of bridge foundations, supports, walls or related, or within the influence zone of bridge facilities.

**Miscellaneous:**

46. Permittee shall be responsible and liable for (1) investigating presence/absence of any legally protected or regulated environmental resource(s) in the action area; (2) determining any and all restrictions or requirements that relate to the proposed actions, and complying with such, including but not limited to those relating to hazardous material(s), water quality constraints, wetlands, archeological or historic resources(s) state and federal threatened or endangered species, etc., (3) complying with all federal, state, and local laws, and obtaining all required and necessary permits and approvals.
- ✓47. If the permittee impacts a legally protected/regulated resource, permittee shall be responsible for all costs associated with such impact, including, but not limited to all costs of mitigation and rehabilitation, and shall indemnify, and hold ODOT harmless for such impacts and be responsible and liable to ODOT for any associated costs or claims that ODOT may have.

- √48. Plans are approved by ODOT in general only and do not relieve the permittee from completing construction improvements in a manner satisfactory to ODOT. The District Manager or representative may require field changes. When revisions are made in the field, permittee is responsible to provide "as built" drawings, within 60 days from completion of highway improvements, and shall submit them to the District Office issuing the permit.
49. Permittee shall be responsible for locating and preserving all existing survey monumentation within the work area in accordance with ORS 209.150 and/or 209.155. If monumentation or its accessories are inadvertently or otherwise disturbed or destroyed, applicant shall be responsible for all costs and coordination associated with it's reestablishment by a professional licensed surveyor.
50. An advance deposit of \$ 0.00 is required for project associated costs incurred by ODOT. Such costs will be identified and estimated by ODOT, and include, but are not limited to review of studies and calculations involving hydraulics/drainage, geotechnical, traffic and traffic control plans, signal, roadway design, bridge and other engineering support. Excess funds remaining in the account upon completion of billing will be refunded. If ODOT costs exceed the deposit amount, permittee shall be billed for the difference.

## **SPECIAL PROVISIONS for UTILITY AND MISCELLANEOUS PERMITS**

### **SPECIAL PROVISIONS SUPERSEDE GENERAL PROVISIONS**

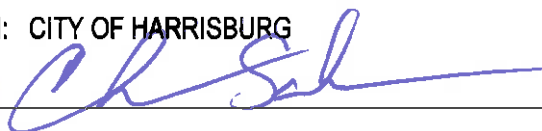
- √1. THE SCOPE OF THIS PERMIT IS TO ALLOW DETOUR AND TRAFFIC CONTROL DURING AN EVENT, SEE PAGE 1 OF 2.
- √2. ANY DAMAGE TO ODOT RIGHT OF WAY SHALL BE RESTORED TO THAT CONDITION PRIOR TO EVENT AND TO SATISFACTION OF ODOT REPRESENTATIVE.
- √3. THE APPLICANT IS RESPONSIBLE FOR FURNISHING COMPLETE TRAFFIC CONTROL BY MEANS OF QUALIFIED POLICE OFFICERS AT EACH END OF THE PARADE AND DETOUR ROUTES, INCLUDING TEMPORARY SIGN PLACEMENT. ALL TEMPORARY TRAFFIC CONTROL DEVICES SHALL BE IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD). SEE SPECIAL PROVISION 9b.
- √4. THE APPLICANT SHALL BE RESPONSIBLE FOR ALL CLEAN-UP OF DEBRIS DEPOSITED ON OR ALONG THE HIGHWAY AS A RESULT FROM THE PARADE.
- √5. IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN PERMISSION TO USE CITY STREETS AND COUNTY ROADS FOR TRAFFIC DETOURS. THE OREGON DEPARTMENT OF TRANSPORTATION HAS NO AUTHORITY TO GRANT PERMISSION TO DETOUR TRAFFIC OVER CITY STREETS AND COUNTRY ROADS.
- √6. PARADE PERMITS ISSUED BY ODOT WILL ONLY COVER THAT PORTION OF THE PARADE THAT TAKES PLACE ON THE STATE HIGHWAY.

- ✓7. THE APPLICANT IS RESPONSIBLE AND LIABLE FOR ALL ACCIDENTS, DAMAGES, AND INJURIES TO PERSONS OR PROPERTY THAT ARE A DIRECT RESULT OF THE PARADE.
- ✓8. APPROVAL FOR THE PARADE IS AT THE DISCRETION OF THE ODOT DISTRICT 4 MANAGERS.
- ✓9. **ADDITIONAL SIGNATURES ARE REQUIRED.**

(9a.) **LOCAL JURISTITION (CITY) SIGNATURES REQUIRED.** SIGNATURE REPRESENTS CITY APPROVAL FOR THE PLANNED EVENT, APPROVAL OF ALL ASSOCIATED PLANNED ACTIVITIES AND APPROVE OF DETOUR ROUTES FOR THIS PERMITS.  
CITY REPRESENTATIVE IS TO **SIGN PAGE 1 AND 8 OF THIS PERMIT, UNDER LOCAL GOVERNMENT OFFICIAL SIGNATURE.**

JURISTITION: CITY OF HARRISBURG

**SIGNATURE:**



CONTACT NAME: Michele Eldridge      PHONE NO.: 541-995-2200

MAILING ADDRESS: PO Box 378

CITY: Harrisburg      STATE: OR      ZIP CODE: 97446

**APPLICANT IS TO PROVIDE THE CITY WITH A COPY OF THE FINALIZED ODOT ISSUED PERMIT 30 DAYS PRIOR TO THE EVENT.**

(9b.) **LOCAL POLICE DEPARTMENT OR LAW ENFORCEMENT SIGNATURE REQUIRED.** SIGNATURE ACKNOWLEDGES THAT THE LOCAL LAW ENFORCEMENT HAS BEEN NOTIFIED OF THE PLANNED ACTIVITIES ASSOCIATED TO THIS PERMIT. SEE SPECIAL PROVISIONS.

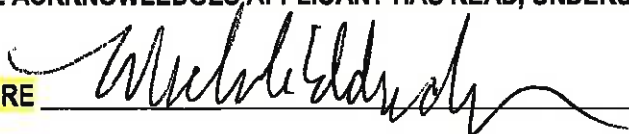
PRINT NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ DATE \_\_\_\_\_

- ✓10. **ODOT STATION 2 CONTACT REQUIREMENT:**  
WHEN TRAFFIC CONTROL IS REQUIRED THAT DISRUPTS, DIVERTS, OR MAY CAUSE TRAFFIC IMPACTS OR DELAYS CONTACT ODOT STATION 2 AT 503-362-0457 48 HOURS PRIOR TO WORKING. YOU WILL NEED TO PROVIDE A CONTACT NAME, PHONE NUMBER, THE HIGHWAY, MILE POINT, TYPE OF WORK AND HOW LONG TRAFFIC WILL BE AFFECTED.
- ✓11. **APPLICANT IS TO PROVIDE THE POLICE DEPARTMENT/LAW ENFORCEMENT WITH A COPY OF THE FINALIZED ODOT ISSUED PERMIT 30 DAYS PRIOR TO THE EVENT.**

**APPLICANT'S SIGNATURE ACKKNOWLEDGES APPLICANT HAS READ, UNDERSTANDS AND ACCEPTS ALL PROVISIONS**

**APPLICANT SIGNATURE**



DATE 5-19-21

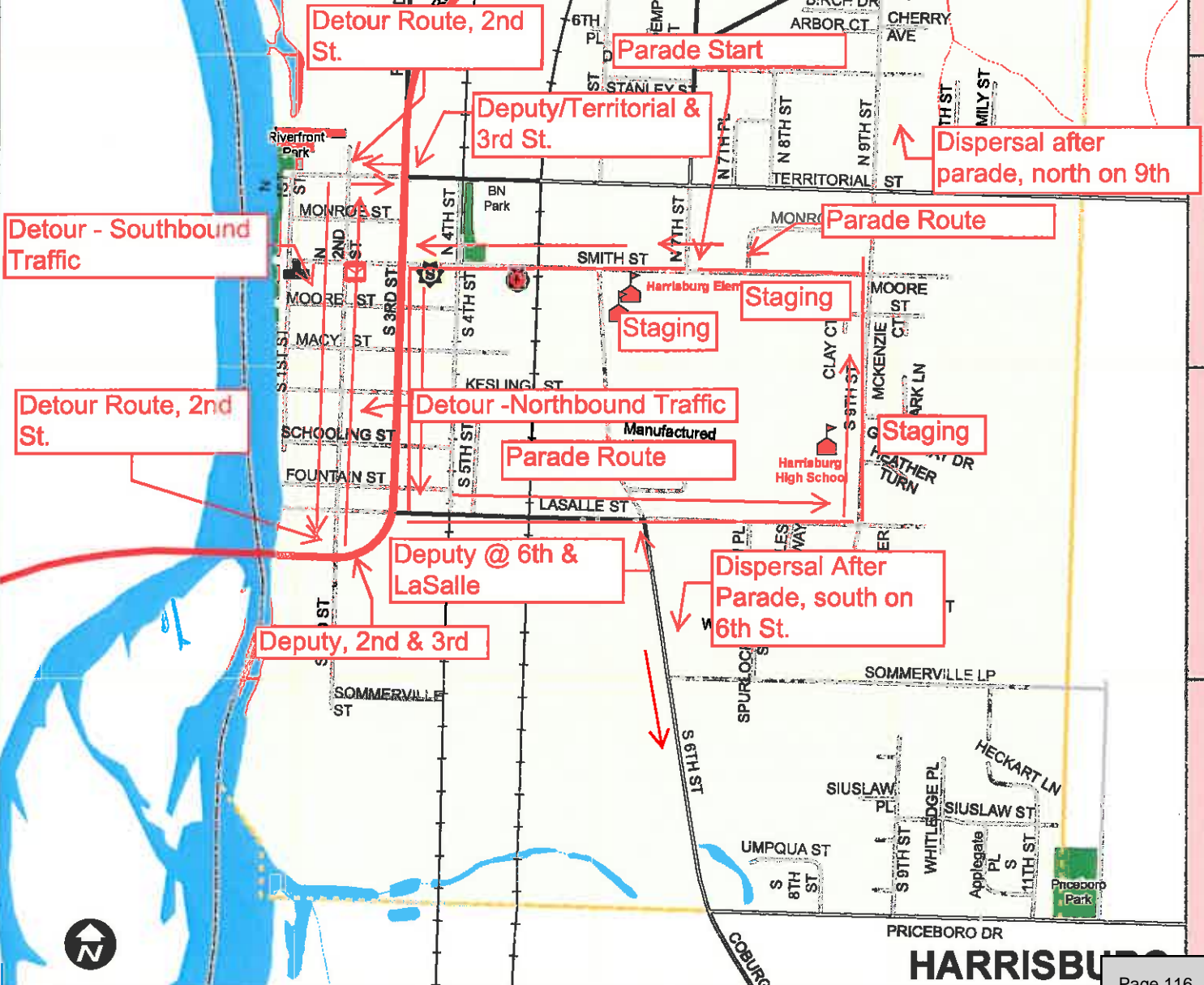


# EXHIBIT A - ROUTE 1

## Legend

- Cityhall
- Post Office
- Fire Station
- Harrisburg Sub Station
- School
- Roads
- Railroad
- County Boundary
- Harrisburg Parks
- City Limits

0 295 590 Feet







HARRISB-01

SHAR

4.

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/19/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hagan Hamilton Insurance PO BOX 206 Junction City, OR 97448	<b>CONTACT</b> Sharon Perdue NAME:	
	PHONE (A/C, No, Ext): (458) 217-0253	FAX (A/C, No): (541) 998-5790
E-MAIL ADDRESS: sharon@haganhamilton.com		
<b>INSURED</b> City Of Harrisburg PO Box 378 120 Smith Street Harrisburg, OR 97446	<b>INSURER(S) AFFORDING COVERAGE</b>	
	INSURER A: City County Insurance Service	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (USD) (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	BOHAR2021-0	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 15,000,000 PRODUCTS - COMP/OP AGG \$  
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		BOHAR2021-0	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$  
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$  
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Activities Associated with Hwy 99 on Fourth of July, 2021  
Oregon Department of Transportation is listed as an additional insured.

<b>CERTIFICATE HOLDER</b>  Oregon Department of Transportation 3700 SW Philomath Blvd Corvallis, OR 97333	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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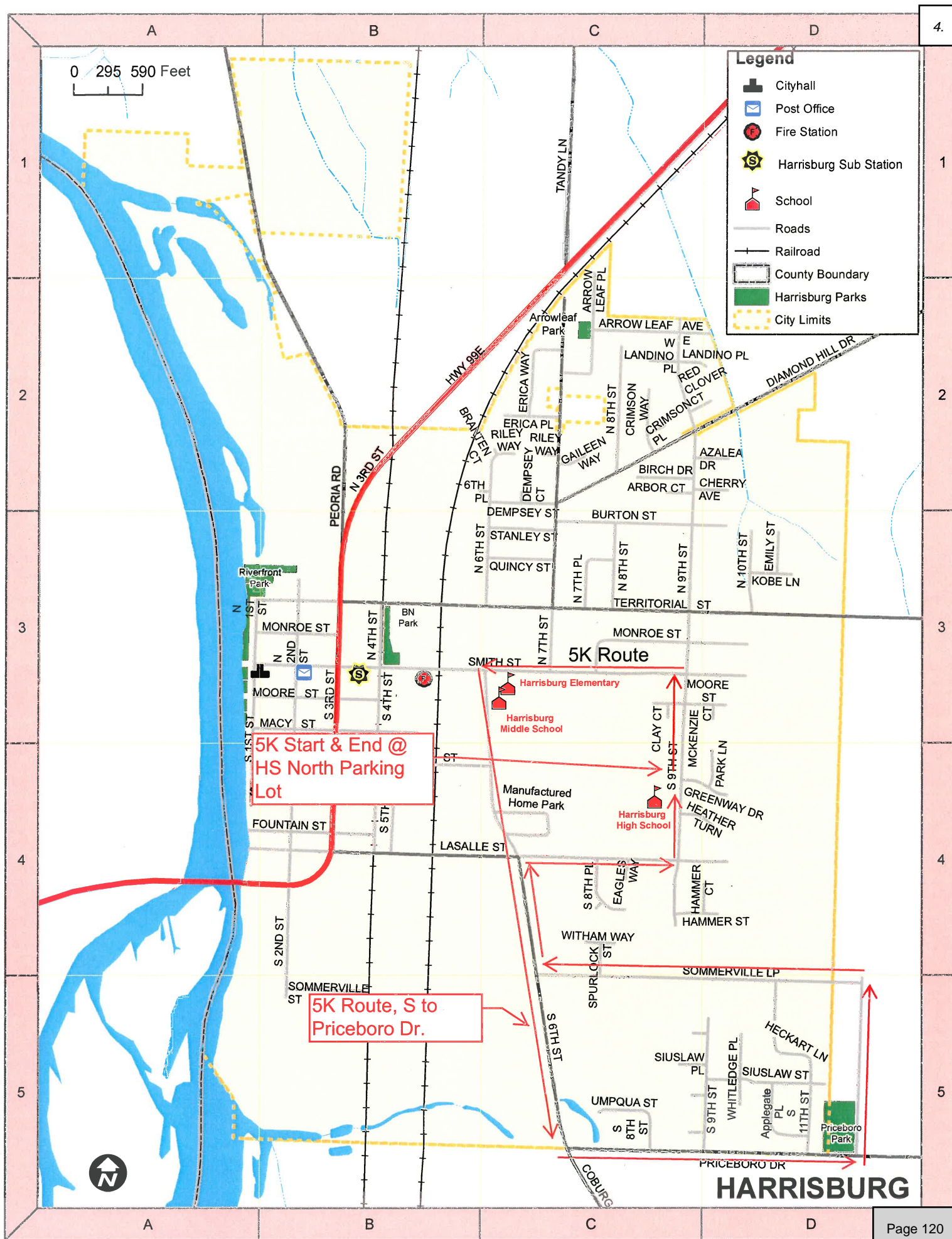
# LINN COUNTY ROAD DEPARTMENT

3010 FERRY Street SW, ALBANY, OR 97322-3998  
PHONE (541) 967-3919 - FAX (541) 924-0202

## ROAD USE PERMIT APPLICATION

Name of Organization	Harrisburg Festival and Events Association
Name of Event	Firecracker 5K
Event Type	5K Race/Event
Contact Person	Michele Eldridge
Mailing Address	PO Box 178
	Harrisburg, OR 97446
Phone Number	541-554-5435
Fax Number	541-554-9244
Email Address	meldridge@ci.harrisburg.or.us
Date of Event	July 3, 2021
Approximate Time Limits (ie. 8:00 AM to 10:00 PM)	From: 7am To: Noon
Is this a Road Closure?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
(ie. 8:00 AM to 10:00 PM)	From: To:
County Road(s) to be used:	Kramer/Sommerville Loop
Sanitation Facilities to be provided?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Location of Sanitation Facilities	Priceboro Park and at High School
What Traffic Controls will be provided?	On Kramer, just road signs.
<b>MAP OF ROUTE AND CERTIFICATE OF LIABILITY MUST BE ATTACHED TO APPLICATION</b>	

FOR OFFICE USE ONLY	
Application	
Fee	
Deposit	
Certificate of Liability	
Map	
Deposit Returned	





HARRISB-01

SHAR

4.

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/19/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hagan Hamilton Insurance PO BOX 206 Junction City, OR 97448	<b>CONTACT NAME:</b> Sharon Perdue	
	<b>PHONE (A/C, No, Ext):</b> (458) 217-0253	<b>FAX (A/C, No):</b> (541) 998-5790
<b>INSURED</b>  City Of Harrisburg PO Box 378 120 Smith Street Harrisburg, OR 97446	<b>E-MAIL ADDRESS:</b> sharon@haganhamilton.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> City County Insurance Service	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		
<b>NAIC #</b>		

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		BOHAR2021-0	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 15,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BOHAR2021-0	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
5k Event July 3rd, 2021  
Linn County is listed as Additional Insured.

## CERTIFICATE HOLDER

## CANCELLATION

Linn County  
310 Ferry Street SW  
Albany, OR 97322-3998

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



A

B

C

D

0 295 590 Feet

## Honey Buckets Location Map 2021

## Legend

- Cityhall
- Post Office
- Fire Station
- Harrisburg Sub Station
- School
- Roads
- Railroad
- County Boundary
- Harrisburg Parks
- City Limits

4.

WS at mid-block on  
Smith

2 at post office

Add 1 plus WS at  
Hsbg Plaza

4 with WS

3 with WS

1 at edge of school  
field2 edge of N.  
parking lot  
with WS2 w/ WS at  
Breakfast

HARRISBURG

# Harrisburg's Old Fashioned 4<sup>th</sup> of July Celebration

Sunday, July 4, 2021

2021 Theme: 'Long May She Wave!'



## \*VENDOR APPLICATION FEES:

- \*Riverfront Premium Booth: \$150 (All day + Power) ☐
- \*Riverfront Booth: \$110 (All day/No Power, in front of City Hall) ☐
- \*Regular Booth: \$90 (All day/no power, Smith St.) ☐
- \*Parade only: \$45 (Only two roaming carts allowed per vendor) ☐
- \*The Marketplace: \$45 (No food booths allowed, 10:00 - 6:00) ☐
- \*Special Vendor: Contact event staff to be a vendor elsewhere in the City

Application Deadline: June 22, 2021 for advertising inclusion

Premium booths face onto 1<sup>st</sup> St and Riverfront Park and are determined by seniority with the Harrisburg Festival and Events Association (HFEA). If you would like to obtain a premium booth, please remit two checks, one for \$90, plus one for \$60. The \$60 will be returned to you if we are unable to provide you with a premium booth. Please mail your application and check(s) made out to H.F.E.A., PO Box 178, Harrisburg, OR 97446.

**\*\*\*All Vendors for any space other than the Marketplace, must provide a Certificate of Liability Insurance showing the City of Harrisburg, and the HFEA as Additional Insured's, in the amount of \$1,000,000. Deadline: June 30, 2021 (Marketplace Vendors must sign a waiver by July 4, 2021)**

Name of Organization: \_\_\_\_\_

Product or activity: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone/Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Vendor booths are provided on a first come/first served basis, and on a **seniority basis for premium booths**. All forms must be received by June 21, 2021 to be included with advertising. You are responsible for removing your own garbage. Quiet & non-noxious generators **only** are allowed for non-power booths. **All food booths are required to obtain a Linn County temporary restaurant license. Contact Linn County Environmental Health, at 541-967-3821.** Inspections are held on the morning of the 4<sup>th</sup> of July. No booth chairs, tables or shade/covers are provided; you must bring your own. **Please be aware that no dogs are allowed west of 2<sup>nd</sup> St., in any of the vendor areas!!! Please do NOT bring your dog and try to hide them.**

*More Information on the back of this form....*

**Warning:** Vendors may not operate in any area of the City without first making arrangements with the HFEA. Operating a business other than as an established commercial business selling the same merchandise is not allowed. If you operate a business without obtaining approval from the HFEA, you will be cited into Municipal Court by the City of Harrisburg.

Because our venue is small, **we do not allow 'repeats' of food types**. We do allow variations in food, such as gourmet ice-cream vs. waffle cones vs. soft serve. (We try to separate these booths as much as possible). Food Vendors new to our venue should have a back-up food option if we already have a food vendor serving what you were planning to serve. Remember, first come/first served, for everything except the Premium Booths!

**COVID Protocol:** All employees and volunteers will wear facemasks, if they are still required by the Oregon Health Authority. Each vendor will provide hand sanitizer for customers and employees. Extra hand washing stations are being provided in vendor areas. Vendor will sanitize highly touched surfaces on an hourly basis. (Counters, front of booths, etc.) Single servings of condiments, etc., are required. No samples are allowed.

**TRAFFIC FLOW:** Vendors will enforce social distancing and masks in lines for their booth. Lines for ordering and pick up are set up a minimum of 6' apart. Signage will be abundant and directional language will be included.

## Vendor Locations:

Premium Booths: You will be facing away from each other, and will need to set up a row for people to stand in to order, with a separate pick up, that ensures that people are spaced 6' apart from each other. Please be aware that there are no concerts planned this year, and there could be less people than in prior years because of the pandemic.

Riverfront Park & Smith St.: This location includes regular vendor booths. There is only 1 riverfront booth in front of City Hall this year. Regular Booth areas are located in the street itself; booths will be staggered this year, with less numbers of spaces available. Only Premium booths have power available. You are required to have a rows set up to accommodate ordering and pick up areas, with 6' of separation highly suggested. Hours are 10:00 to 9:00.

Please be aware that due to numerous complaints, people pulling carts and selling water or other items throughout town, will no longer be allowed in **any** of the event areas. (Riverfront/1<sup>st</sup> St to 7<sup>th</sup> St., Smith to Macy.) Any vendor with a booth may have two roamers in the parade, at no extra charge. (Parade rules apply) No 'roamers' are allowed in Riverfront Park, and groups selling tickets for events will be limited to only two at a time in the parks and must specifically indicate/advertise what the tickets are for. *Our food court set up in the parking lot for premium booths will allow only one vehicle to be parked behind each booth.*

The Marketplace: Depending upon regular vendors, some booths might be located near the end of Smith & 2<sup>nd</sup>; others will likely be on Moore St. These booth spaces are roughly 10 x 10 or 10 x 15. No traditional food booths will be allowed in this location, and only craft items, or traditional flea market offerings will be allowed. The hours are 10 - 6. These vendors are welcome to stay open, but are not required to stay open, past the hour of 6:00.

More information/details regarding our event will be mailed to you in June. We appreciate your time and involvement with the HFEA and hope that you have a successful event! Questions may be directed to Michele Eldridge, at 541-995-6655, or you may email Michele at [meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us).



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

**THE MATTER OF DISCUSSING A POSSIBLE BUSINESS EMERGENCY GRANT  
STAFF REPORT:**

Exhibit A: None

**ACTION: TBD**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – June 8, 2021

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$20,000	Yes	General Fund – or Community & Economic Development Fund

**STAFF RECOMMENDATION:**

**Staff recommends Council discuss ideas for the use of the American Rescue Plan Funding**

**BACKGROUND INFORMATION:**

Staff is working on various types of programs for which we can use the American Rescue Plan (ARP) funding. One of the programs that is comparatively easy to start is another form of an Emergency Business Grant. Similar to the eligibility requirements of earlier business grants, it would be available for small businesses only, that have 15 employees or less, and that have been in business for a year. In general terms, an owner can bring us a past due notice for rent, or mortgage; or warnings/shut off notices from utilities, such as Pacific Power, or Northwest Natural Gas. They could also provide us with a ‘threat’ from a supplier of discontinuing services due to non-payment of past-due bills.

Up to one time per month, the City can provide up to a maximum of \$500 total to a business meeting those qualifications, until that money is expended. Because we would like to use the money set aside in community and economic development (C&ED) for property improvement grants, Staff would prefer to use the funds set aside in the General Fund for this grant (\$187,200), rather than those already planned in C&ED. The City Council can easily transfer another \$20,000 to C&ED when we adopt the budget at the next City Council Meeting.

Staff will be following up on recently proposed legislature that has the possibility of removing or 'clawing back' funds already allocated for cities. At the time of writing this staff report, there was not enough information available without spending a few hours researching the issue to get better information. We fervently hope that the amounts being suggested are those promised for FY22-23. If that happens, then the City will want to 'reserve' another \$100,000 of the \$187,200 planned in the general fund materials and services line to apply to water, sewer and storm funds when planning the FY2022-2023 budget. If the proposed legislature suggests reducing what cities have already been told is allocated and budgeted for in the upcoming fiscal year, then the City will be advocating with the rest of the cities in the state to stop that action.

In the meanwhile, Staff has asked team members to look at what other cities are doing in relation to providing funding programs that benefit citizens in the community, as well as specific projects in water, sewer and storm, that could use the funds that we hope will remain available.

REVIEW AND APPROVAL:

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Michele Eldridge  
City Administrator

Date

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

6.

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**THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

Exhibit A: City Council Minutes for April 27, 2021  
Exhibit B: City Council Minutes for May 11, 2021  
Exhibit C: Payment Approval Report for May 2021  
Exhibit D: Personnel Committee Minutes for May 4, 2021  
Exhibit E: Planning Commission Minutes for May 18, 2021  
Exhibit F: Municipal Court Collections Report for May 2021  
Exhibit G: Municipal Citation Report for May 2021

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

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

- 1. The City Council Minutes for April 27 and May 11, 2021**
- 2. The Payment Approval Report for May 2021**

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**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda – 06.08.2021

**STAFF RECOMMENDATION:**

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

**BACKGROUND INFORMATION:**

**Building Permits:**

May 2021:	Submitted: 6
	Issued: 7
New Homes:	None

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

**2021 YTD: \$1,191,445(Does not include \$1,490,000 Seismic Reconstruction for the Middle School)**

**Business Licenses Issued:**

None

**Harrisburg Municipal Court**

- Collection Report for the month of May is \$4,198.00 **(EXHIBIT F)**
- There were 20 citations issued in the month of May **(EXHIBIT G)** for a total of 23 offenses.

**Liquor License Renewal**

Liquor Licenses are renewed from April to June on an annual basis. There have been no incidents this fiscal year from any of the businesses. The following businesses carry liquor licenses:

- Air Thai Cuisine
- American Market
- Casa Torero
- Dari Mart Store #20
- Dollar General Store #17223
- EZ Stop Market & Deli
- Golden Chopstix
- Harrisburg Liquor
- Harrisburg Station & Eagle Market
- The Voo

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

**Library Board: Chairperson: Currently Vacant**

The Library Board did not meet in the month of May.

*Next Scheduled Meeting: July 8, 2021*

**Personnel Committee: Chairperson; Kimberly Downey**

The Personnel Committee met on May 4<sup>th</sup>, 2021. Those minutes are attached.

*Next Scheduled Meeting: TBD*

**Planning Commission: Chairperson; Todd Culver**

The Planning Commission met on May 18, 2021. Those minutes are attached.

*Next Scheduled Meeting: June 15, 2021*

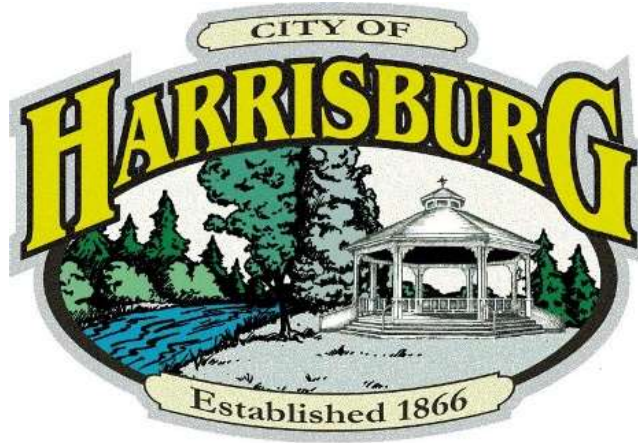
**REVIEW AND APPROVAL:**

06/08/2021

Lori Ross

Date

City Recorder



## City Council Work Session Meeting Minutes April 27, 2021

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Mayor: Robert Duncan, Presiding  
 Councilors Present: Robert Boese, Adam Keaton, Kim Downey, Randy Klemm and Charlotte Thomas  
 Councilors Absent: Mike Caughey  
 Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz, and Finance Officer/Deputy Recorder Cathy Nelson  
 Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan at the hour of 6:31pm

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

**LCSO REPORT:** Capt. Michelle Duncan reviewed crime statistics for Harrisburg. She explained how the dashboard works for crimes and how to find information that the City Council has shown interest. Showed council the crime comparison for LYTD to YD for 7 cities.

- Duncan asked about property crimes and if they tended to be local. Capt. Duncan replied that the property crimes tend to be done by more transient or out of town offenders. If it is done by a local person, the trend is it is reoccurring. The District Attorney is trying to get property crime offenders more time charged per offence.
- Downey stated that Linn County seems more diligent and stricter over other counties. Capt. Duncan said they are working on a resource guide. She left some with staff. The guide covers all services in Linn County.

**COBURG POLICE REPORT:** Chief Larry Larsen was present for the meeting and handed out a copy of the report to Council. Duncan shared his appreciation for the pictures showing the violations. Chief Larson reviewed the Quarterly report with City Council.

- Duncan asked about violations for parking on wrong side of the street. Chief Larsen said that they had tagged several.
- Eldridge pointed out that the pictures attached to the report were of the property located at 790 Burton. The city has liens from violations on this property that equal

March 23, 2021

more than the house is worth. The city is looking into possibly vacating the home and taking possession. No one is currently living there.

- Chief Larson added that weed violations are moving up in priority due to dry weather conditions.

## NEW BUSINESS

### THE MATTER OF A BRIEF DISCUSSION IN RELATION TO THE NLC SERVICE LINE WARRANTY PROGRAM

**STAFF REPORT:** Eldridge reminded Council that they had seen this program before and was not interested then. The city has received more information and is bringing it back for consideration. NLC is a private company who offers services to residents. They do offer a revenue share program with cities. Eldridge asked Council if they wanted more information and have a meeting with NLC. The council agreed that they were still not interested. They noted that the same services are covered by common insurance companies. The city can use utility billings to educate the public on what is the property owners' responsibilities regarding service lines. The council did not want to refer any resident to any one company.

## OTHER ITEMS

- Scholz gave an update on the Water Treatment Plant Design. Designs are currently at 90%. Scholz gave presentation showing the new well #10 on the north side of town.
  - Klemm asked how far down the depth is for well #8. Scholz said it is around 300ft deep.

Scholz continued the presentation and showed the new treatment building and tank on the south side of town. HE noted that the plans include and are for self-made chlorine.

- Keaton asked in the four (4) extra tanks were for expansion. He wanted clarification on what would happen if we needed to go past the extra four (4) tanks, do we just add more? Scholz said if we go past the extra four (4) tanks we would need a new building. We can safely treat 7000 with what we have designed. Keaton asked how much the metal tank holds that we currently have, is it half-a-million? Scholz stated that it was one (1) million. We will be replacing it with concrete and will need to decide what to do with it later.
- Eldridge reported that we need to appoint someone as the Alt to the CWACT. Adam Keaton is our current primary. Consensus is to have Michele Eldridge be the Alternative.
- Keaton stated that Linn County is going back to the extreme Covid level on Friday. He asked if we still have a State of Emergency in place. If we do, can we drop the Declaration of Emergency. Eldridge said she would have to research that subject.
- Eldridge gave the alternate route for the 4<sup>th</sup> of July parade which use local streets. She is expecting to have upset residents because we moved the route. She emphasized that this is a local event focusing on the Tri-Cities. We will do a "candy wagon" to distribute candy. We are looking for candy donations.
  - Duncan asked if this was plan A. If things change with the state, are we going back to Highway 99? Eldridge said we are moving forward with this route. We are also doing a car-hop event on Saturday.
  - Klemm asked if we were still doing fireworks. Eldridge said yes. We are doing bigger fireworks that will go up higher in the sky.
- Nelson said she was going to be gone for the next Council Meeting. She asked if Council wanted to discuss the 3<sup>rd</sup> Quarter Expense Report as planned or move it

March 23, 2021

the next Work Session where she would be available for questions. Council decided to move it the next Work Session.

- Duncan stated that he would be gone the first two (2) weeks of May and possibly June.
- Keaton said he was going to be gone sometime in June.
- Klemm thanked the Council and staff for the card and flowers.

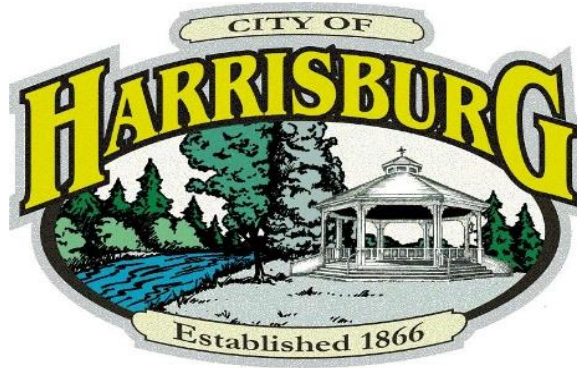
**ADJOURN: The City Council adjourned the meeting at the hour of 7:46pm.**

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Mayor

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City Recorder



## Harrisburg City Council Business Meeting Minutes

May 11, 2021

Council President: Mike Caughey, Presiding  
 Councilors: Kimberly Downey, Robert Boese, Adam Keaton and Charlotte Thomas.  
 Absent: Mayor Robert Duncan and Councilor Randy Klemm  
 Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz and City Recorder Lori Ross  
 Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

**CALL TO ORDER AND ROLL CALL** by Council President, Mike Caughey at the hour of 6:33pm

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

### **THE MATTER OF AMENDING COUNCIL POLICY 18-1.04 CODE OF CONDUCT IN PUBLIC BUILDINGS, BY APPROVING RESOLUTION NO. 1252.**

**STAFF REPORT:** Eldridge reported that this policy first came up at a Library Board meeting when it was noticed that one line of the policy prohibited the conduct of sleeping or loitering in public places. When it passed back in 2018, it was not a problem because the 9<sup>th</sup> Circuit Court decision hadn't gone through yet. Eldridge reached out to the City Attorney, and it was advised that the line was problematic and should be removed. She felt that the Library could still use it during Covid if someone were loitering and the occupancy limitation prohibited other patrons from using services. She left in the part about using public restrooms because it's more appropriate at other locations, other than the Library. It was her recommendation that Council approve.

- Keaton asked what the current status was of the 9<sup>th</sup> Circuit Courts declaration and wanted to know if it was being challenged. Eldridge responded that she didn't know if it was being appealed. City Attorney Brewer did not say.
- Thomas asked if this included parks and Eldridge responded that it included all City facilities. Thomas felt strongly that there should be restrictions on camping on public property and wanted to know if we could amend it for no sleeping over night?
- Scholz asked to clarify that parks are included also. Eldridge responded all City Facilities.
- Keaton stated that he agrees with the concept and would like to ask Brewer how far can we go to maintain a reasonable park environment considering the 9<sup>th</sup> Circuit Court Decision? Scholz stated that when the first sleeping law came to be, he contacted Brewer because parks are recreational use. Brewer stated that because



May 11, 2021

it was already a policy before the new law came over, and to leave it in to enforce the HMC. It could not be applied in buildings or public places outside of parks.

- Thomas asked if they would be able to camp at City Hall and Eldridge answered yes, without this resolution. Downey and Thomas asked how we go about asking them to move. Eldridge answered that we have to have a place for them to go or allow them to remain. Caughey stated that LCSO will take them to a shelter, which is the preferred method, as per our policy with them. If that changes, we would have a problem. Thomas stated that there are facilities 20 minutes away, just not in Harrisburg. Cities our size do not have shelters. It's usually bigger cities that are operated by nonprofits. This is a concern everywhere. Eldridge said that we do not have to decide tonight. We can table this, and she can speak with Brewer.
- Downey **motioned to table. She was seconded by Keaton and the City Council voted unanimously to table to next meeting.**

#### **THE MATTER OF APPROVING A PARADE PERMIT FOR HARRISBURG HIGH SCHOOL GRADUATION.**

**STAFF REPORT:** Eldridge stated that the route was the same as last year, but she wasn't sure if they would follow through with the parade or not. It was submitted, just in case. Eldridge read the route and applied a few conditions of approval. Thomas jokingly stated that we should make an in-person graduation a condition of approval. She was hopeful that they will have the graduation ceremony on the High School football field this year.

- Downey **motioned to approve the Parade Permit for Harrisburg High School. She was seconded by Keaton and the City Council voted unanimously to approve.**

#### **THE MATTER OF APPROVING THE COMPENSATION WAGE ANALYSIS AND APPROVAL OF THE NEW WAGE SCALE TO USE FOR FISCAL BUDGET YEAR 2021-2022**

**STAFF REPORT:** Eldridge introduced the replacement report received from Portland State **(ADENDUM 1)** in recognition of the Harrisburg being listed as Marion County and not Linn County. They wrote a letter of apology and made changes so this type of a mistake won't happen again in the future.

- On May 4<sup>th</sup>, 2021, the Personnel Committee made a recommendation to City Council to approve Exhibit F, Wage Scale 3. There are six positions that are below the average median and staff felt it is important to make sure we are staying even with our competitors for a City our size. Eldridge stated that at first, she was surprised that they could afford this. Our property taxes are at a 90% collection rate and we are 6.5% ahead in the budget now. There is \$63,000 saved in the General Fund due to employee job replacements being paid less than their predecessor and by the end of May we will have \$7,500 in savings for benefits not being paid out. We also have an increase in State Revenue and are receiving funds from the City of Monroe. Eldridge stated that it was important to take care of our employees and reminded Council that they have the ability to modify salaries or limitations if they desire.
- Caughey mentioned that Public Works was the worst percentage of all. Eldridge pointed out the Admin Staff was looking good, expect for the Finance Officer.
- Keaton was verifying that there are three options here and Eldridge explained the differences.
- Caughey said that we have been at a 2% COLI for years and we still fell behind. We might want to look at the cost index we are using and maybe it should be 3%.

May 11, 2021

Keaton suggested it was helpful to look at the Consumer Price Index. Downey asked Eldridge if she could ask around about wages in the future, and she stated that she could on an informal basis on years that we don't have a study.

- Keaton **motioned to approve the results of the Compensation Wage Analysis and motioned to approve the wage scale as shown in Exhibit F per recommendation of the Personnel Committee. He was seconded by Downey. The City Council then voted unanimously.**

#### **THE MATTER OF A PROCLAIMING MAY 2021 AS MENTAL HEALTH MONTH IN HARRISBURG**

**STAFF REPORT:** Caughey read the Proclamation as it appears in the agenda for Mayor Duncan.

#### **THE MATTER OF A DISCUSSION IN RELATION TO A RESOLUTION PASSED BY THE CITY OF BAKER CITY**

**STAFF REPORT:** Eldridge stated that a few weeks ago in Baker City, a resolution was written by the Mayor, Manager, and the City Attorney. They had a town hall workshop and then introduced this resolution. She thought it was well written and respectful. If City Council advises that we want to go forward with a resolution, we would have to make some changes and our City Attorney would need to look it over.

- Caughey stated that he did some research and said that particular letter and resolution that was forwarded to us was never approved by City Council or the Mayor of Baker City. Council refused to consider it in any respect. The feeling was that it was inappropriate, inaccurate, and asking the City to go against the laws of the state. Another was written in March and was agreed to by City Council. It was of the same subject matter, but less inflammatory or insulting in his opinion. The story was in the Baker City Herald. It was of the same concerns that we have, small Cities and areas are being treated like big Cities, like Portland and without regards to restaurants in a small City.
- Downey said that she liked the letter but didn't see the other. She liked the issue and thought it had good intent. She was curious if it was signed by the Mayor. Eldridge said that it was the resolution from the City website. (Noted by City Recorder; the letter resolution 3881 are signed by the Mayor and the City Recorder for Baker City. This was verified after meeting.) Caughey stated that was not the letter that was sent. Eldridge said that she got the resolution directly from the Baker City website and was surprised that it was signed by the Mayor and City Recorder.
- Keaton noted that the minutes from that meeting are not available yet on the Baker City website. The item is on the agenda, but not signed. Caughey stated that it was definitely discussed at that meeting.
- Gordan Moritz, of Sommerville Loop, asked what the proclamation was about. Eldridge read some of the proclamation. Keaton added that it's an acknowledgment that the City can't break the law and that was why 27 counties signed a letter saying those rules aren't working for us and to let them make the rules for our local areas instead of a one size boot fits all.
- Thomas stated that as a City Council, we struggle with this not hurting our local businesses. Downey asked if we could see the counter letter as she thought this letter was good as did Thomas and Keaton. Thomas said that

May 11, 2021

this is a real crisis, not imaginary. Those counties are so spread out over in Eastern Oregon.

- Kay Barnett, of Whitledge Place, approached Council with a letter, **(ADDENDUM 2)** she believed was presented to Baker City Council and asked Eldridge to read it.
- Keaton stated that he likes the idea and asked if this was something that we are interested in. If the Council is, he would like to have Mayor Duncan and Council Member Klemm present. He would also like to check the COVID hospital status. Thomas commented that one hospital doesn't fit all. Downey asked if the hospital stats are still online. Thomas responded that it tells you how many are hospitalized but not where. Caughey stated that one of the points made was that there was an overload of people in the local hospital. COVID patients were sent to Boise where they could get taken care of properly. Keaton stated that in Albany one floor is COVID. They are isolated in a room that has a negative pressure zone.
- Eldridge read the letter signed by the Baker City Council.
- After, Caughey stated that Backer City lost a lot of business and Harrisburg was fortunate that we haven't lost any.
- Thomas stated that she totally understands the resolution as this has gone on way too long.
- Caughey stated that it seems like a lot of folks are not aware of infection rate and it has been sloping downwards the last few weeks. The number of deaths in the US is around 581,000 and Oregon is 37<sup>th</sup> on the list. The worst state is California followed by Texas and Florida. Hawaii was the best state due to doing a great job keeping the infection rate down and by keeping the virus out.
- Keaton asked if we wanted to bring it back and Downey stated that she wanted to be prepared. Caughey liked the idea of sending a letter stressing the small-town problems compared to the big town. Scholz recommended an Ad Hoc Committee to come up with something to present to the City Council. Caughey, Keaton, Thomas and Eldridge set an Ad Hoc meeting for Friday, the 14<sup>th</sup> at 4pm and would bring a Harrisburg letter & resolution to the next meeting.

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

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

- **The City Council Minutes for March 23, and April 13, 2021**
- **The Payment Approval Report for April 2021**

#### **CITY ADMINISTRATOR VERBAL REPORT**

1. 132-Acre Park. This will be a discussion at the next meeting discussing changes to signage and other stuff going on there.

2. BN Track will be on the schedule also. The City has increased the budget for attorney fees for working on the Franchise Agreement which expires in 2022. Downey stated that she thought we were going to get rid of it explaining that they don't maintain the road or do anything with it. She

May 11, 2021

would like to talk about removing it and wanted to know how other members felt. Now is our chance.

- Scholz stated that there have been four City Administrators that have written letters in the past regarding the condition of the road, and they ignored every single one. In 2017 the City designed street specs when BN was going to work with the City and City Council at that time, approved them. It was going to be part of a work together project, but they started to do it on their own. Their contract is for 20 years so now is the time to approach that. Keaton stated that he would like to see the length of that contract shortened significantly. Eldridge commented that she would like to have Brewer here when we discuss it. He has an idea of where we are with the railroad.
- Caughey asked Scholz if he could give a round number of what it is going to cost to repair the road. Scholz stated that a wild guess would require a hole lot more. There would be engineering designs required and too many other variables involved. Keaton asked if it would be between \$1 to \$10 Million and Scholz answered yes, somewhere in between.
- Thomas stated that we don't need the tracks. If they want the contract, we have them over a barrel. Eldridge was asked what the City receives annually from BN and she answered about \$13,000.
- Gordan Moritz asked about why there is no gating on Smith St as they do on Territorial and LaSalle St. Caughey stated that it was discussed, and he thinks it is important since it is a school route. He would like for it to be included in the agreement. Keaton responded that he believes the reason is that it's an open road and no place to put it but agrees that it should have it.

3. Woodhill Crossing. The subdivision on south side of Sommerville Loop has changed engineers and are talking about submitting an extension. They will be going forward.

4. Butterfly Gardens. The originally thought of manufactured homes is no longer viable due to a two year backorder on manufacturing the homes. They will be looking into a subdivision with town homes and it will still be for 55 and over. This could go forward to the June Planning Commission meeting.

5. Miscellaneous.

- Thomas asked what was going on with the old Fire Department property on 6<sup>th</sup> St. Eldridge answered that it was Vincent Ferris who purchased the property and he will be moving his construction business to that location.
- Downey asked about the house on the corner of 6<sup>th</sup> and Sommerville Loop and was curious why they have so long to complete the project when most building permits are for one year. Eldridge answered that you have 180 days between inspections so you can bleed it out. She will check with the County to see where they are with the process. Eldridge stated that the home was on the Historical Resource List and was owned by one of the first Doctors that came to town. She believes it was relocated from a farm outside of town.
- Gordon Moritz asked about the home on 6<sup>th</sup> St next to where the RV Storage is located. He stated it was a beautiful two-story home and though it was historical. Eldridge couldn't recall the home but was interested in learning about it.
- Caughey asked Scholz about the tree municipal code. His understanding was the minimum height requirement was six feet above the sidewalk and eight feet above the road. Scholz advised him that it was indeed eight feet and 14 feet. Scholz

May 11, 2021

mentioned that the HMC is more for developed trees and he is aware that it can't apply to a young tree without harming the tree. That part of the code will have to have an adjustment made.

**ADJOURN: At the hour of 8:25pm; the meeting adjourned with no further business.**

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**Mayor**

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**City Recorder**

UNAPPROVED

## EXHIBIT C

City of Harrisburg

Payment Approval Report - Harrisburg 2019  
Report dates: 5/1/2021-5/31/2021Page: 1  
Jun 01, 2021 10:35AM

6.

## Report Criteria:

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>1206</b>						
1206	Analytical Lab & Consultants	137165	Water Testing	04/13/2021	196.00	51-65-4200
1206	Analytical Lab & Consultants	137166	Water Testing	04/13/2021	250.00	52-65-4200
1206	Analytical Lab & Consultants	137632	Water Testing	04/27/2021	270.00	52-65-4200
Total 1206:					716.00	
<b>2225</b>						
2225	B & I Hardware & Rental	465101	P/W Misc Supplies.	05/24/2021	149.69	10-72-4000
Total 2225:					149.69	
<b>2946</b>						
2946	BNSF Railway Company	21002925	Park Lease	05/12/2021	456.67	10-72-2100
Total 2946:					456.67	
<b>3693</b>						
3693	Branch Engineering Inc	00015683	Engineering Services	04/28/2021	2,605.02	56-60-2300
3693	Branch Engineering Inc	00015684	Engineering Services	04/28/2021	64,120.96	51-78-8015
3693	Branch Engineering Inc	00015685	Engineering Services	04/23/2021	9,850.00	51-78-8015
3693	Branch Engineering Inc	00015686	Engineering Services	04/28/2021	400.00	51-78-8015
3693	Branch Engineering Inc	00015687	Engineering Services	04/28/2021	250.00	10-41-4000
3693	Branch Engineering Inc	00015688	Engineering Services	04/28/2021	1,998.75	51-78-8015
3693	Branch Engineering Inc	00015790	Engineering Services	05/17/2021	2,500.00	11-42-2100
3693	Branch Engineering Inc	00015797	Engineering Services	05/17/2021	250.00	56-60-2300
3693	Branch Engineering Inc	00015798	Engineering Services	05/17/2021	55,301.56	51-78-8015
3693	Branch Engineering Inc	00015799	Engineering Services	05/17/2021	6,450.00	51-78-8015
3693	Branch Engineering Inc	00015800	Engineering Services	05/17/2021	100.00	51-78-8015
3693	Branch Engineering Inc	00015806	Engineering Services	05/17/2021	150.00	51-78-8015
3693	Branch Engineering Inc	00015808	Engineering Services	05/17/2021	925.00	51-78-8015
Total 3693:					144,901.29	
<b>3697</b>						
3697	Brewer and Coulombe, PC	501966	Attorney Fees	05/10/2021	437.50	10-42-2700
3697	Brewer and Coulombe, PC	501968	Attorney Fees	05/10/2021	102.50	10-42-2500
Total 3697:					540.00	
<b>3773</b>						
3773	CenturyLink	222463251	Phone Bill	05/04/2021	.64	10-69-3500
3773	CenturyLink	APRIL 2021	Phone Bill	04/26/2021	43.69	52-65-3500
3773	CenturyLink	APRIL 2021	Phone Bill	04/26/2021	46.34	52-65-3500
3773	CenturyLink	APRIL 2021	Phone Bill	04/26/2021	44.79	51-65-3500
3773	CenturyLink	APRIL 2021	Phone Bill	04/26/2021	41.09	51-65-3500
3773	CenturyLink	APRIL 2021	Phone Bill	04/26/2021	46.34	52-65-3500
3773	CenturyLink	APRIL 2021	Phone Bill	04/26/2021	42.14	52-65-3500
3773	CenturyLink	APRIL 2021	Phone Bill	04/26/2021	46.34	52-65-3500
3773	CenturyLink	APRIL 2021	Phone Bill	04/26/2021	41.09	10-69-3500
3773	CenturyLink	APRIL 2021	Phone Bill	04/26/2021	43.69	52-65-3500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3773:					396.15	
<b>2939</b>						
2939	Cobalt Computer Services, Inc.	20350	Computer Service	04/30/2021	340.00	40-65-8050
2939	Cobalt Computer Services, Inc.	20428	Computer Service	04/30/2021	246.45	40-65-8015
2939	Cobalt Computer Services, Inc.	20522	Server Antivirus Program	05/19/2021	1,054.90	40-65-8050
Total 2939:					1,641.35	
<b>2720</b>						
2720	Comcast	MAY 2021	Internet Service	05/02/2021	155.11	10-60-2000
2720	Comcast	MAY 2021 LIB	Internet Service	04/23/2021	146.85	24-60-2525
2720	Comcast	MAY 2021 P/W	Internet Service	05/01/2021	74.17	51-65-3550
2720	Comcast	MAY 2021 P/W	Internet Service	05/01/2021	74.18	52-65-3550
Total 2720:					450.31	
<b>3913</b>						
3913	DataBar Inc	250577	W/S Utility Statements	05/13/2021	294.72	51-74-2200
3913	DataBar Inc	250577	W/S Utility Statements	05/13/2021	294.72	52-74-2200
Total 3913:					589.44	
<b>1000</b>						
1000	DEQ	WQ22WC-004	Sewage Disposal Permit	05/03/2021	100.00	52-65-5000
Total 1000:					100.00	
<b>3953</b>						
3953	DJC Oregon	745042776	Construction Bid	04/28/2021	174.24	51-78-8015
3953	DJC Oregon	745042777	Construction Bid	04/28/2021	176.66	51-78-8015
Total 3953:					350.90	
<b>2282</b>						
2282	EARTH20	832795	Bottled Water	04/09/2021	15.19	10-53-2200
2282	EARTH20	930546	Bottled Water	04/23/2021	25.39	10-53-2200
Total 2282:					40.58	
<b>3743</b>						
3743	Fern Ridge Review	21116	Public Notice	04/26/2021	80.00	10-50-2100
3743	Fern Ridge Review	21123	Public Notice	04/26/2021	128.00	10-50-2100
3743	Fern Ridge Review	21149	Budget Meeting Notice	05/17/2021	45.00	10-41-3000
Total 3743:					253.00	
<b>1218</b>						
1218	Grainger	9891878267	Misc. P/W Supplies	05/05/2021	187.83	41-78-8170
1218	Grainger	9893194341	Misc. P/W Supplies	05/06/2021	258.36	51-65-4600
1218	Grainger	9893194341	Misc. P/W Supplies	05/06/2021	258.36	52-65-4600
Total 1218:					704.55	
<b>1947</b>						
1947	H & J Construction, Inc.	20-0009A	Water Project 2019	05/03/2021	12,881.17	51-78-8015

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 1947:					12,881.17	
<b>1915</b>						
1915	Harrisburg Sports Program	MAY 2021	Sports Program	04/23/2021	1,700.00	23-70-2050
Total 1915:					1,700.00	
<b>2271</b>						
2271	Home Comfort Heating & A/C	12754598	Maintenance Contract	05/06/2021	650.37	10-72-4000
Total 2271:					650.37	
<b>1220</b>						
1220	Hurd's Custom Machinery, Inc.	29585	Public Works Supplies	03/31/2021	84.02	10-72-4000
1220	Hurd's Custom Machinery, Inc.	29840	Public Works Supplies	04/21/2021	17.17	51-65-4600
Total 1220:					101.19	
<b>1101</b>						
1101	Ingram Library Services	52725534	Library books	05/02/2021	25.82	24-60-2000
1101	Ingram Library Services	52811931	Library books	05/06/2021	28.92	24-60-2000
1101	Ingram Library Services	52811932	Library books	05/06/2021	16.34	24-60-2000
Total 1101:					71.08	
<b>3683</b>						
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	100.00	10-53-2200
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	2.40	10-60-2400
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	42.00	10-53-2200
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	7.15	10-53-2200
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	13.29	10-53-2200
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	60.22	10-60-2300
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	13.99	24-60-2000
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	67.00	24-60-3050
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	10.00	10-53-2200
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	39.84	24-60-2000
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	71.94	24-60-2700
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	61.65	10-60-2400
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	96.00	24-60-2700
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	31.98	24-60-2000
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	9.79	24-60-2000
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	7.15	10-72-6700
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	4.29	51-65-4600
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	4.28	52-65-4600
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	68.45	51-65-4600
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	68.44	52-65-4600
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	19.99	10-72-6700
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	64.00	10-72-4000
3683	Keybank N.A.	APRIL 2021	Misc Credit Card Charges	04/20/2021	47.40	10-72-4000
Total 3683:					911.25	
<b>3957</b>						
3957	Library Ideas LLC	81907	Library Program	04/22/2021	732.05	24-60-2000
3957	Library Ideas LLC	82181	Library Program	05/19/2021	355.00	24-60-3050



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3957:					1,087.05	
<b>1253</b>						
1253	Linn County Sheriff's Office	MAY 2021	Law Enforcement Contract	05/01/2021	60,216.75	10-66-3000
Total 1253:					60,216.75	
<b>3819</b>						
3819	Linn County Treasurer	APRIL 2021	Court Revenue Payout	05/20/2021	325.17	10-42-2200
3819	Linn County Treasurer	MARCH 2021	Court Revenue Payout	03/31/2021	241.64	10-42-2200
Total 3819:					566.81	
<b>3769</b>						
3769	Masons Supply Company	437070-00	Misc P/W Exp	04/26/2021	2,216.00	11-44-6000
Total 3769:					2,216.00	
<b>2644</b>						
2644	Net Assets	54-202104	Lien Searches	05/03/2021	293.00	10-53-2250
Total 2644:					293.00	
<b>3921</b>						
3921	Northwest Electrical Construction,	4923	Electrical	05/10/2021	569.70	10-72-4000
3921	Northwest Electrical Construction,	4923	Electrical	05/10/2021	105.00	52-65-4600
3921	Northwest Electrical Construction,	4923	Electrical	05/10/2021	210.00	52-65-2500
3921	Northwest Electrical Construction,	4923	Electrical	05/10/2021	315.00	52-65-4600
Total 3921:					1,199.70	
<b>1102</b>						
1102	NW Natural Gas Co.	MAY 2021	Utilities	05/10/2021	15.99	10-69-2000
1102	NW Natural Gas Co.	MAY 2021 P/W	Utilities	05/10/2021	66.94	51-65-2700
1102	NW Natural Gas Co.	MAY 2021 PU	Utilities	05/11/2021	48.48	52-65-2700
Total 1102:					131.41	
<b>1952</b>						
1952	OAWU	30854	Membership Fees	05/01/2021	281.40	51-76-2000
1952	OAWU	30854	Membership Fees	05/01/2021	281.40	52-76-2000
Total 1952:					562.80	
<b>3427</b>						
3427	OHA Cashier	MAY 2021	Water System Fee	05/03/2021	1,500.00	51-65-5000
Total 3427:					1,500.00	
<b>1245</b>						
1245	One Call Concepts, Inc.	1040390	Locates	04/30/2021	18.00	51-65-4600
1245	One Call Concepts, Inc.	1040390	Locates	04/30/2021	18.00	52-65-4600
Total 1245:					36.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>1033</b>						
1033	Oregon Department of Revenue	APRIL 2021	Court Revenue Payout	05/20/2021	922.23	10-42-2200
1033	Oregon Department of Revenue	MARCH 2021	Court Revenue Payout	03/31/2021	850.00	10-42-2200
Total 1033:					1,772.23	
<b>1862</b>						
1862	Oregon DMV	L0021769997	Record Inquiry	04/30/2021	1.15	10-42-2800
Total 1862:					1.15	
<b>2054</b>						
2054	Pacific Corrugated Pipe Co.	S1438934	P/W Expense	05/17/2021	485.00	11-44-6000
Total 2054:					485.00	
<b>1079</b>						
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	42.79	52-65-2600
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	22.79	10-69-2500
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	247.52	10-69-2500
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	34.54	10-69-2500
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	45.52	10-69-2500
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	54.91	10-69-2500
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	404.62	10-69-2500
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	53.35	52-65-2600
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	88.06	52-65-2600
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	738.84	52-65-2600
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	47.65	52-65-2600
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	18.25	52-65-2600
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	38.18	52-65-2600
1079	Pacific Power & Light Company	APRIL 2021	Skate Park Exp	05/14/2021	47.04	10-72-6700
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	144.10	25-65-2500
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	21.87	25-65-2500
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	48.86	25-65-2500
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	103.79	10-69-3000
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	63.87	10-69-3000
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	24.62	10-69-3000
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	406.36	10-69-3000
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	63.88	10-69-3000
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	1,043.45	10-69-3000
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	35.54	10-69-3000
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	98.36	10-69-3000
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	184.62	10-69-3000
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	18.31	10-69-3000
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	113.22	10-69-3000
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	35.95	11-44-2000
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	3,236.69	51-65-2600
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	786.38	51-65-2600
1079	Pacific Power & Light Company	APRIL 2021	UTILITIES	05/14/2021	187.81	51-65-2600
Total 1079:					8,501.74	
<b>1814</b>						
1814	Peterson CAT	SW290067923	Public Works Supplies	05/11/2021	297.50	52-65-2500
1814	Peterson CAT	SW290067923	Public Works Supplies	05/11/2021	297.50	51-65-2500
1814	Peterson CAT	SW290067924	Public Works Supplies	05/11/2021	760.00	52-65-2500
1814	Peterson CAT	SW290067925	Public Works Supplies	05/11/2021	297.50	51-65-2500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1814	Peterson CAT	SW290067925	Public Works Supplies	05/11/2021	297.50	52-65-2500
Total 1814:					1,950.00	
<b>2863</b>						
2863	ProPet Distributors, Inc.	134633	Doggy Bags	05/12/2021	432.75	10-72-6700
Total 2863:					432.75	
<b>3956</b>						
3956	PSU - Center for Public Service	21-073	Compensation Comp Study	04/28/2021	4,522.00	51-60-2600
Total 3956:					4,522.00	
<b>1815</b>						
1815	Right-Way Plumbing & Backflow	19202	Misc. P/W Supplies	05/03/2021	289.95	52-65-4600
Total 1815:					289.95	
<b>2927</b>						
2927	Staples Business Advantage	3476199946	Office Supplies	05/01/2021	222.80	10-60-2300
2927	Staples Business Advantage	3477242988	Office Supplies	05/15/2021	55.16	10-60-2300
Total 2927:					277.96	
<b>1144</b>						
1144	Suzan Jackson	203	Janitor Services	04/30/2021	599.17	10-72-4100
1144	Suzan Jackson	203	Janitor Services	04/30/2021	375.83	10-72-4100
Total 1144:					975.00	
<b>1287</b>						
1287	US Bank	JUNE 2021A	Loan Payment	05/20/2021	35,000.00	30-51-8400
1287	US Bank	JUNE 2021A	Loan Payment	05/20/2021	150,806.13	30-59-8400
1287	US Bank	MAY 2021	Loan Payment	05/20/2021	37,723.93	52-85-8100
1287	US Bank	MAY 2021	Loan Payment	05/20/2021	45,000.00	52-85-8000
1287	US Bank	MAY 2021 B	Loan Payment	05/20/2021	15,324.99	30-59-8200
1287	US Bank	MAY 2021 B	Loan Payment	05/20/2021	35,000.00	30-51-8200
Total 1287:					318,855.05	
<b>3747</b>						
3747	USABlueBook	594898	Misc P/W Exp	05/05/2021	373.95	41-78-8170
Total 3747:					373.95	
<b>3826</b>						
3826	Valley Argonomics LLC	74021152	Misc P/W Exp	04/28/2021	3,509.90	25-65-2000
Total 3826:					3,509.90	
<b>3663</b>						
3663	Water & Sewer Deposit Refund	#11736.09	Utility Billing Overpayment	05/11/2021	35.82	01-1075
3663	Water & Sewer Deposit Refund	#1743.04A	Utility Billing Overpayment	05/04/2021	1.25	01-1075
3663	Water & Sewer Deposit Refund	#676.18	Utility Billing Overpayment	05/17/2021	22.42	01-1075
3663	Water & Sewer Deposit Refund	#696.5A	Utility Billing Overpayment	05/26/2021	95.46	01-1075
3663	Water & Sewer Deposit Refund	#759.03	Utility Billing Overpayment	04/30/2021	53.92	01-1075

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3663	Water & Sewer Deposit Refund	#759.03A	Utility Billing Overpayment	05/07/2021	49.56	01-1075
3663	Water & Sewer Deposit Refund	#938.05A	Utility Billing Overpayment	05/18/2021	26.28	01-1075
Total 3663:					284.71	
<b>2661</b>						
2661	WCP Solutions	12242081	Office Supplies	05/04/2021	84.33	10-60-2300
2661	WCP Solutions	12242081	Office Supplies	05/04/2021	84.34	51-74-2400
2661	WCP Solutions	12242081	Office Supplies	05/04/2021	84.33	52-74-2400
2661	WCP Solutions	12242081	Office Supplies	05/04/2021	108.15	10-72-6650
2661	WCP Solutions	12251781	Office Supplies	05/11/2021	86.00	10-72-4000
Total 2661:					447.15	
<b>1239</b>						
1239	WECO	CP-00153735	PW Gas Exp	04/30/2021	333.61	11-45-2000
1239	WECO	CP-00153735	PW Gas Exp	04/30/2021	389.53	51-73-2000
1239	WECO	CP-00153735	PW Gas Exp	04/30/2021	389.53	52-73-2000
Total 1239:					1,112.67	
<b>3929</b>						
3929	Wildish Construction Co.	19-009EA	LaSalle Street Waterline & Street I	05/06/2021	15,726.01	25-70-8000
3929	Wildish Construction Co.	19-009EA	LaSalle Street Waterline & Street I	05/06/2021	15,726.00	11-60-7975
3929	Wildish Construction Co.	19-009EA	LaSalle Street Waterline & Street I	05/06/2021	15,726.00	51-78-8015
3929	Wildish Construction Co.	19-009FA	8th Place and Eagles Way	05/03/2021	10,631.32	51-78-8015
Total 3929:					57,809.33	
Grand Totals:					637,015.05	

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

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

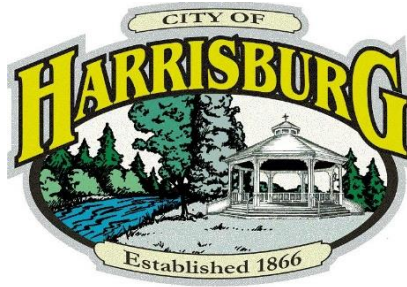
City Council: \_\_\_\_\_

Payment Approval Report  
Expense Account Key

	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
Debt Services Fund	30	30-XX- XXXX
Office Equip. Fund	40	40-XX- XXXX
Equipment Fund	41	41-XX- XXXX
Water Fund	51	51-XX- XXXX
Sewer Fund	52	52-XX- XXXX
Sewer Resv Fund	56	56-XX- XXXX

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

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



## Personnel Committee Meeting Minutes May 04, 2021

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**Chairperson:** Kimberly Downey  
**Committee Members:** Mike Caughey & Robert Boese (Both Attended via Zoom)  
**Meeting Location:** Harrisburg Municipal Center @ 354 Smith St.

### ORDER AND ROLL CALL

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

### APPROVAL OF MINUTES

**MOTION:** Caughey motioned to approve minutes for February 1, 2021 and was seconded by Boese. The Personnel Committee then voted to unanimously to approve the minutes for February 1, 2021.

### THE MATTER OF REVIEWING THE RESULTS OF THE COMPENSATION COMPARISON STUDY:

Eldridge summarized the staff report stating that there were certain employees that were affected by the study. All Public Works crew, including the Public Works Director were down as well as the Finance Officer. All Admin Staff were above and therefore would only be getting the 2% COLI. The Librarians and the Utility Billing Supervisor had no comparable matches. Library staff are part-time with no benefits except sick pay and PERS is charged when one employee exceeds hours. After adjusting for full-time and benefits, they are 25% higher. Therefore, they would only be getting the 2% COLI as well. The biggest discrepancy is the Public Works Foreman, Utility 1, 2 and 3 positions and the Public Works Director. The cost for adjusting the positions to the median and the 2% COLI would be \$55,765.

- Eldridge stated that Portland State did a great job on the report comparing positions. Most of the Cities were comparable.
- Caughey pointed out that Harrisburg is listed as Marion County not Linn and Boese was also bothered by the mistake. Eldridge apologized for not catching that prior.
- Boese commented that he is familiar with Jefferson and feels they are a comparable City. He asked if we could add them in the future. Eldridge responded that they were asked for the information but did not respond. Philomath, another City that is bigger but similar, did not answer either. She stated that we could contact them ourselves to get the information. Scholz stated during the last wage study, it was the same. You get stuck with who is willing to respond. Downey asked if they could at least send over the wage scale. It was suggested by Scholz that next time, the City can request it if they get no response.
- Caughey asked for the Adjusted Compensation Presentation on page 33, to be explained. Eldridge stated that adjusted comp is with time off. The final line considers benefits with time off.

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- Downey and Boese wanted clarification on what positions are affected. Eldridge answered that it was the entire Public Works Crew, Public Works Director, and the Finance Officer. Downey asked why we are so far off and how do we afford this? What do we cut? Nelson answered that projects that we had planned this last fiscal year did not get done. Property taxes are up due to homes selling. Nelson also stated that when she was highered, she was four steps behind the previous Finance Officer and the same with Eldridge. We have had two months with no City Recorder and have lost a public works position due to Renfro leaving.
- Downey stated that she wants a commitment that this will not cut into any of their goals. She does not want to see any cuts into this budget or the future budget. Wants to continue to move forward with projects.
- Caughey stated he was disappointed in the length of the time it took to complete the study. Eldridge stated it took four years. This study started when Latta was City Administrator.
- Boese stated that the 2% COLI has not been enough in the past to stay within range for Public Works. Scholz stated that after Portland's cost of living analysis went to Seattle, 2% was on the low side. Eldridge stated that OCWCOG had figure out that during the pandemic it was 1.3% and in March it was 3% in rural areas.
- Boese clarifying that option number one is a 2% across for all employees, number two was Public Works and option three is for all the suggested positions and the 2% COLI. The Librarians would also get the 2% COLI.
- Caughey did not want to leave out the City Administrator position. Eldridge answered that she has a contract, and her wage will be discussed at her 6-month review. Caughey asked that we consider her position for the 2% COLI at that time.
- Downey suggested option number three to committee members. Boese commented that he struggles with this every time but wants to keep people where they need to be. Boese was in favor to option three and to have the wages up to where they need to be. Downey complimented the Public Works crew and noted that they treat the citizens with respect. Caughey also liked option three and stated that we hire good quality people, and they deserve to be there on the pay scale. He mentioned that the increase in tax revenue will help ease the pain.
- Downey asked for a motion.
- Boese asked if Portland State could make the correction for the incorrect county listed and Eldridge answered that she would ask.

**MOTION:** Caughey, **motioned to accept the #3 wage scale for the 2021/2022 Budget and send to Council for approval and was seconded by Boese. The Personnel Committee then voted unanimously.**

**ADJORN:** Downey adjourned the Personnel Committee meeting at 7:19PM.

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Chairperson

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City Recorder



## Planning Commission Meeting Minutes May 18, 2021

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Chairperson: Rhonda Giles, Presiding  
 Commissioners Present: Jeremy Moritz, Susan Jackson, Kurt Kayner and Kent Wullenwaber  
 Absent: Todd Culver and Roger Bristol  
 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 7:01pm by Chairperson Rhonda Giles.

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

### **APPROVAL OF MINUTES**

Kayner motioned to approve the minutes for April 20, 2021 and was seconded by Moritz. The Planning Commission then voted unanimously to Approve the Minutes for April 20, 2021.

### **OLD BUSINESS**

**THE MATTER OF APPROVING THE TIME LIMIT ON THE WOODHILL CROSSING SUBDIVISION (LU 424-2020) FOR A PERIOD NOT TO EXCEED ONE YEAR.**

**Staff Report:** Eldridge reviewed the time extension request with the Planning Commission. She noted that this is a simple time extension for up to one year.

- Moritz asked for clarification on the total time of the application with extension. Eldridge stated it will be the original six (6) months plus an extra one year if approved.
- The new engineer, Roy Hankins, addressed the Commission. He gave a brief background for the reason for the extension. The developer hired recently, due to the previous engineering not having the time to commit to the project. With the

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changes in engineering the project will not be ready within the timeframe given with the original application. Therefore, they are requesting the one (1) year extension.

- Kayner **motioned to approve the Woodhill Crossing Subdivision Land Use Approval Time-Line Extension Request (LU-424-2020) for a year with a new expiration date of June 5, 2022. This motion is based on findings presented in the May 2, 2021 staff report to the Planning Commission and findings made by the Commission during deliberations on the request. He was seconded by Wullenwaber. The Planning Commission then voted unanimously to approve the Woodhill Crossing Subdivision Land Use Approval Time-Line Extension Request (LU-424-2020) for a year with a new expiration date of June 5, 2022.**

## **WORK SESSION**

### **THE MATTER OF REVIEWING RECENT SUBDIVISION AND ZONING CODE WORK SESSIONS**

**Staff Report:** Eldridge told the Planning Commission the purpose for this review is to prepare them for what we are going to be doing moving forward. We have already reviewed Zoning Districts, Allowed Uses, General Review Procedures back in July. In August we went over the Zoning Matrix, Site Design Review, and the Proposed Land Division Chapter. We brought the Revised Zoning Matrix, Site Plan Review, and new Zoning District Regulations in September. Lastly, in October we looked at the Conditional Use Permits, HMC 18.110. Jon Hitt will start working on the update again in June. We are hoping to bring the next section to you in July.

- Moritz asked if the Planning Commission could get a printout of the new ordinances so they could begin creating their own books. Eldridge replied the staff was planning on presenting the entire code as amended and hold a public hearing with the Planning Commission and City Council. She noted that all the reviewed ordinances can be viewed and printed from the links on page 20 of the agenda packet.

## **OTHERS**

- Eldridge said that we have two basic deadlines to address during the next meeting.
  1. Butterfly Gardens. Due to an 18% increase in price and the two (2) year backlog for manufactured homes they have decided to change to stick-built homes. The decision has made this an actual sub-division of townhouses. We will have a new plot-plan, subdivision, and variance. Staff expects public to be present for the public hearing. This sub-division will remain a 55+ community.
  2. Vincent Farris purchased property on S. 6<sup>th</sup> Street. He is putting in a warehouse for storage for his business. The City has had to contact him on several occasions because he was doing work without a permit which caused regulatory issues due to wetlands and drainage. We are having a pre-application meeting with him, and all agencies involved.
- Moritz said he would not be at the next meeting.

**With no further discussion, the meeting was adjourned at the hour of 7:25 pm.**

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**Chairperson**

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**City Recorder**



# EXHIBIT F

HARRISBURG MUNICIPAL COURT

Collections Report - Monthly Summary  
Report Dates: 05/01/2021 - 05/31/2021

Page: 1  
Jun 01, 2021 01:55PM

6.

Code	Description	Count	Amount	GL Account
<b>Court Costs</b>				
DEF-ADJUD	DEF ADJUDICATION	8	770.29	
LPF	LATE PAYMENT FEE	3	20.58	
PA	PAYMENT ARRANGEMENT- FEE	3	29.71	
SCF	SHOW CAUSE FEE	3	55.84	
SUSP	SUSPENSION FEE	3	15.00	
WF	WARRANT FEE	3	17.63	
Total Court Costs:		23	909.05	
<b>Fines</b>				
DISM	CHARGE DISMISSED	2	168.00	
DIV	DIVERSION AGREEMENT	1	25.06	
FINE	FINE ASSESSED	1	35.00	
GBD	GUILTY BY DEFAULT	8	259.00	
GUILTY	FOUND GUILTY	15	1,731.31	
GUILTY NT	FOUND GUILTY	2	302.53	
Total Fines:		29	2,520.90	
<b>Surcharges</b>				
COUNTY	COUNTY ASSESSMENT	12	176.54	
STATE	STATE ASSESSMENT	15	591.51	
Total Surcharges:		27	768.05	
Grand Totals:		79	4,198.00	

## Report Criteria:

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

Case.Violation date = 05/01/2021-05/31/2021

Agency	Case Number	Citation Numbers	Violation Date	Case Balance	Primary Offense
COBURG PD	21-T-0072	1155	05/31/2021	.00	VIOLATING DESIGNATED SPEED 11-20 MPH OVER OVER 65 MPH
COBURG PD	21-T-0063	1610	05/04/2021	.00	VIOLATING DESIGNATED SPEED 11-20 MPH OVER OVER 65 MPH
COBURG PD	21-T-0071	1815	05/10/2021	.00	VIOLATING DESIGNATED SPEED 11-20 MPH OVER OVER 65 MPH
LCSO	21-T-0066	212870	05/01/2021	.00	VIOLATING DESIGNATED SPEED 21-30 MPH OVER OVER 65 MPH
LCS	21-C-0006	212890	05/03/2021	.00	DOGS AS PUBLIC NUISANCES
LCSO	21-T-0067	212909	05/06/2021	.00	NO OPERATORS LICENSE; FTO TRAFFIC CONTROL DEVICE
LCSO	21-T-0068	213018	05/15/2021	.00	NO OPERATORS LICENSE
LCSO	21-T-0069	213060	05/17/2021	.00	VIOLATING DESIGNATED SPEED 11-20 MPH OVER OVER 65 MPH
LCSO	21-T-0070	213069	05/17/2021	.00	DRIVING WHILE UNINSURED
LCS	21-V-0003	213093	05/19/2021	.00	MIP TOBACCO
LCS	21-V-0004	213094	05/19/2021	.00	MIP TOBACCO
LCS	21-V-0005	213096	05/19/2021	.00	MIP TOBACCO
LCSO	21-T-0073	213204	05/28/2021	.00	VIOLATING BASIC RULE (11-20) OVER
LCSO	21-T-0074	213205	05/28/2021	.00	VIOLATING BASIC RULE (11-20) OVER
LCSO	21-T-0075	213208	05/28/2021	.00	VIOLATING BASIC RULE (11-20) OVER
LCSO	21-T-0076	213210	05/28/2021	.00	VIOLATING BASIC RULE (11-20) OVER
LCSO	21-T-0077	213215	05/28/2021	.00	VIOLATING BASIC RULE (11-20) OVER
LCSO	21-T-0078	213222	05/28/2021	.00	VIOLATING BASIC RULE (11-20) OVER
LCSO	21-T-0079	213224	05/28/2021	.00	FAILURE TO USE SAFETY BELT; DWS; FT INSTALL IID
LCSO	21-T-0080	213231	05/29/2021	.00	VIOLATING BASIC RULE (11-20) OVER

Grand Totals:

20