



Harrisburg City Council Business Meeting Agenda
May 11, 2021
6:30 PM

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

PUBLIC NOTICES:

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

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan

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

LCSO REPORT

RESOLUTIONS

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

STAFF REPORT:

Exhibit A: Red-lined version of CP 18-1.04 Code of Conduct

Exhibit B: Resolution No. 1252

ACTION: MOTION TO APPROVE RESOLUTION NO. 1252, "A RESOLUTION AMENDING COUNCIL POLICY 18-1.04"

NEW BUSINESS

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

STAFF REPORT:

Exhibit A: Parade Permit Application

ACTION: MOTION TO APPROVE THE PARADE PERMIT FOR HARRISBURG HIGH SCHOOL

3. 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:

Exhibit A: Personnel Committee Staff Report

Exhibit B: Compensation Study Report

Exhibit C: Wage Increase Comparison

Exhibit D: Wage Scale No. 1 – 2% COLI only

Exhibit E: Wage Scale No. 2 – PW Wage Analysis

Exhibit F: Wage Scale No. 3 – Full Wage Analysis, All Employees

ACTION: 1. MOTION TO APPROVE/AMEND/DENY THE RESULTS OF THE COMPENSATION WAGE ANALYSIS, and

2. MOTION TO APPROVE/AMEND/DENY THE WAGE SCALE AS SHOWN IN EXHIBIT ____.

4. THE MATTER OF A PROCLAIMING MAY 2021 AS MENTAL HEALTH MONTH IN HARRISBURG

STAFF REPORT:

Exhibit A: Proclamation

ACTION: THE MAYOR WILL READ THE PROCLAMATION SETTING MAY AS MENTAL HEALTH MONTH IN HARRISBURG

5. THE MATTER OF A DISCUSSION IN RELATION TO A RESOLUTION PASSED BY THE CITY OF BAKER CITY

STAFF REPORT:

Exhibit A: BAKER CITY RESOLUTION

ACTION: TBD

6. THE MATTER OF APPROVING THE CONSENT LIST

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

STAFF REPORT:

Exhibit A: City Council Minutes for March 23, 2021

Exhibit B: City Council Minutes for April 13, 2021

Exhibit C: Payment Approval Report for April 2021

Exhibit D: Planning Commission Minutes for April 20, 2021

Exhibit E: Library Board Minutes for March 11, and April 2021

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

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

2. BN TRACKS

OTHER ITEMS

ADJOURN

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

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

STAFF REPORT:

- Exhibit A: Red-lined version of CP 18-1.04 Code of Conduct
- Exhibit B: Resolution No. 1252

ACTION: MOTION TO APPROVE RESOLUTION NO. 1252, “A RESOLUTION AMENDING COUNCIL POLICY 18-1.04”

THIS AGENDA BILL IS DESTINED FOR: Agenda – May 11, 2021

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

STAFF RECOMMENDATION:
Staff recommends the Council approve Resolution No. 1252

BACKGROUND INFORMATION:
The City Council approved Council Policy No. 18-1.04 at a December meeting in 2018. The Boise decision was made in September of 2018, and Grants Pass was sued shortly thereafter, but we felt as a City that we were still justified in the Code of Conduct policy we adopted. Since then, 9th Circuit Court Decisions have started changing how homeless individuals are treated when sleeping in public spaces during daytime hours.

When reviewing Library Policy with the Library Board, it was pointed out to staff that under prohibited conduct, it listed ‘Sleeping or loitering in public spaces without prior written approval of the City Administrator or designee’. Staff agreed that we need to remove any elements in relation to sleeping in a public space, during regular daytime hours. We also removed loitering, because a person who is homeless could shelter from the weather in a location such as the Library. Staff contacted the City Attorney for his opinion in relation to this issue, as well as others in relation to the 132-acre park. He agreed that leaving this provision in the policy would be problematic for the City. While the last item of prohibited conduct includes the use of public restrooms in terms of ‘bathing, shaving, washing hair, and changing clothes’, could be questionable, he recommended leaving it for this time. Staff also felt justified in leaving this line in prohibited conduct because we do have other public restroom locations that are better locations for these purposes. Staff therefore recommends adopting these changes to the resolution.

Staff also suggests that the City Council discuss future issues in relation to homelessness and ‘urban camping’ at an upcoming work session, when there is more time to express opinions and research options available to the City.

REVIEW AND APPROVAL:

_____	_____
Michele Eldridge	Date
City Administrator	

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.

RESOLUTION NO. 1252

A RESOLUTION AMENDING COUNCIL POLICY 18-1.04

WHEREAS, the City Council desires to maintain a safe and pleasant environment in its City buildings; and,

WHEREAS, law in relation to sleeping and sheltering from weather during the day has changed in recent months; and,

WHEREAS, the Council held a duly-advertised public meeting to review the proposed Council Policy and gave the public an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED Council Policy 18-1.04 is amended as presented to the City Council in **Exhibit A**.

Adopted by the City Council of the City of Harrisburg, Oregon, and made effective the 11th day of May 2021.

Mayor

City Recorder

EXHIBIT A
CITY OF HARRISBURG
COUNCIL POLICY MANUAL

POLICY AREA 1 – GENERAL

CP 18-1.04 Conduct by Public in City Buildings

Adopted: TBD

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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); Amended May 11, 2021, in Resolution No. 1252



Harrisburg City Buildings Use Code of Conduct

1.

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Agenda Bill

Harrisburg City Council

Harrisburg, Oregon

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

STAFF REPORT:

Exhibit A: Parade Permit Application

ACTION: MOTION TO APPROVE THE PARADE PERMIT FOR HARRISBURG HIGH SCHOOL

THIS AGENDA BILL IS DESTINED FOR: Agenda – May 11, 2021

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

STAFF RECOMMENDATION:

Staff recommend the City Council approve the 2021 Graduation Parade

BACKGROUND INFORMATION:

Due to current COVID-19 restrictions, Harrisburg High School is planning two different types of graduation ceremonies. They have submitted a parade application to the City. (**Exhibit A**). A regular ceremony will be planned, if restrictions are lifted in time to hold a traditional celebration. Otherwise, the same parade that they held last year would be held. The analysis of the permit applications consistency with Chapter 9.20 of the Harrisburg Municipal Code (HMC) follows.

Noise:

Parades are generally noisy. This particular parade occurs during daytime hours, and passes through residential neighborhoods. The levels and type of noise that will likely be created during the parade would not be acceptable per HMC 9.20.030 – Unreasonable Noise. Subsection (e) of HMC 9.20.030 does allow for the City Council to grant a permit for noise generated from general entertainment, such as a parade. Based on this provision, and the fact that the applicant will obtain a parade permit, the noise generated from the parade is acceptable.

Traffic:

The parade route includes several public streets, which will be used by those driving in the parade. If all 58 seniors attended, there would be a potential for 58 vehicles in the parade. However, the school does not think that everyone will attend. Therefore, it is

likely that the parade will last for approximately 45 minutes or less. The start time for the parade is 3:15pm to 4:00pm. Traffic will be negatively affected during this period. The parade will not block the roads, and the drivers must obey the traffic laws while driving the route of the parade. There is a potential for property owners to be leaving their homes during the parade, and therefore, might be in the parade line during the event itself. The parade does not use any ODOT facilities, nor does it cross any of the rail lines, and therefore, does not require notifications to the railways, or to ODOT.

Trash and Debris:

Parades typically generate trash or other debris that may be left on city streets or sidewalks. It is the responsibility of the applicant to ensure that no trash or debris is generated from the parade, and that none will be left on a city street, sidewalk, or public property. **(Condition 1).**

Time and Duration:

As noted above, the parade is scheduled for 3:15pm to 4:00pm, on June 13, which is a Sunday. The parade will likely not last past 45 minutes. Therefore, the parade permit issued by the city shall be from 2:45pm to 4:15pm on June 13, 2021. **(Condition 2)**

Parade Route and Participation:

The parade will stage and disperse at the High School. The parade route, attached to **Exhibit A**, is limited to the route approved by the City Council **(Condition 3)**. It would take students in their cars from the High School, north up 9th St. to Arrowleaf Ave, west to Arrowleaf Place, south on N. 7th St. to Smith St., west on Smith St., South on S. 6th St., east on Priceboro Dr., north on S. 11th St., west on Siuslaw St., south on S. 9th St., west on Priceboro Dr., north on S. 6th St., and east on LaSalle St. to the point of origin. The applicant anticipates that most families will be on their front lawns or sidewalks or will be near the high school area of the proposed route. With 58 seniors, there is a potential for 100 to 150 people on the parade route. The number of participants and parade route are acceptable.

CONDITIONS OF APPROVAL

- 1. The applicant shall be responsible for removing any trash or debris generated by the parade and it's participants.**
- 2. The parade shall be held on June 13, 2021, between the hours of 2:45pm and 4:15pm**
- 3. The parade shall be limited to the route approved by the City Council.**

REVIEW AND APPROVAL:

Michele Eldridge Date
City Administrator

From: [Kim Kahle](#)
To: [John Hitt](#); [Michele Eldridge](#)
Subject: Parade request
Date: Thursday, April 15, 2021 2:05:48 PM
Attachments: [parade permit 2021.pdf](#)

Hello, I hope you two are doing well, and that you are still the ones I would reach out to about a parade permit. For this graduation year we are planning two different plans, one of which would be similar to last year and we would like to do the parade again as well. However if we are able to do a more traditional graduation we would not be able to stage for the parade so that part would be canceled.

As soon as I learn where we are in the metrics as we get closer to the big day I can let you know what we will officially be doing. Knowing that this needs to be approved by you soon wanted to get it to you and at least see if it is possible.

Thank you for your time and have a great day.

Kim Kahle
Executive Secretary
Harrisburg High School

541-995-6632 ext 362



Harrisburg Parade Permit Application

The City of Harrisburg requires a Parade Permit for any type of parade that may disrupt or interfere with traffic that uses the public right-of-way that consists of ten or more persons, or five or more vehicles. HMC 10.05.270 specifies the requirements for applying for a parade permit.

Your application must be received a minimum of 30 days prior to the date of the parade unless special circumstances exist.

Applicant: Kimberly Kahle for Harrisburg High School

Contact Information: Name: Kim Kahle

Address: 400 South 9th St

Email & Phone: Kim.Kahle@Harrisburg.k12.or.us

Type of Parade: Graduation

Date: June 13th 2021

Staging Location & Dispersal Points: Harrisburg High School for both

Route:

- ☒ Please provide a map of the proposed route. The staging and dispersal points should be included, as well as the location of any Linn County Deputies if required by ODOT.

Estimated number of participants (persons, vehicles and animals): We have 58 seniors, but do not think all will attend. Everyone will be in a vehicle. (if we do not do regular ceremony)

Start and End Time: 3:15 - 4:00pm

If the proposed route of the parade crosses Hwy 99E (3rd St), then an approved parade permit from the State Department of Transportation (ODOT) will be required prior to the date of the parade. n/a

- ☐ I have applied for the Parade permit from ODOT. Please provide a copy of the ODOT application with this parade permit application.

- ☐ I have received the approved permit from ODOT, and will supply a copy to the City with this application.

The applicant is responsible for contacting law enforcement in order to arrange for deputies to assist with the parade. ODOT parade permits generally require law enforcement to sign the permit, and requires them to be at the main detour points on the highway. After obtaining their signature and approval of the ODOT Parade Permit, you must schedule a time to get in touch with them, in order to arrange for scheduling for the parade. Harrisburg contracts out for our law enforcement; we use the Linn County Sheriff's Office (LCSO) for those services. The office number LCSO is 541-967-3950.

Rail Safety Procedures

If the proposed route of the parade crosses either of the railroad tracks, then you are required to notify both UPRR or PWN of the crossing 30-days prior to your event.

UPRR: Call the Critical Incident Line at 1-888-877-7267, a minimum of 30 days ahead of the event. Report the route, date and time of the event. Obtain an event code: _____

Day of Event: A minimum of 2 hours prior to your parade, call the number above, and check in with your event code to make sure that everything is still ok for your event.

- ☐ I have contacted UPRR to notify them of the date, time and route for the parade. I have included the event code above.
- ☐ I have assigned contact information for the day of the parade to one of the parade organizers. This person will be responsible for contacting UPRR on the day of the event.

PWN: Call the Director of Dispatch at 1-503-365-7717. (Currently Steve Yoder, who you can also contact via email at syoder@gwrr.com. (General Dispatch Station is 1-503-480-7784) Send maps and reports for parade to Steven Yoder, and to a general mailbox for PWN: pw-trainmasters@gwrr.com.

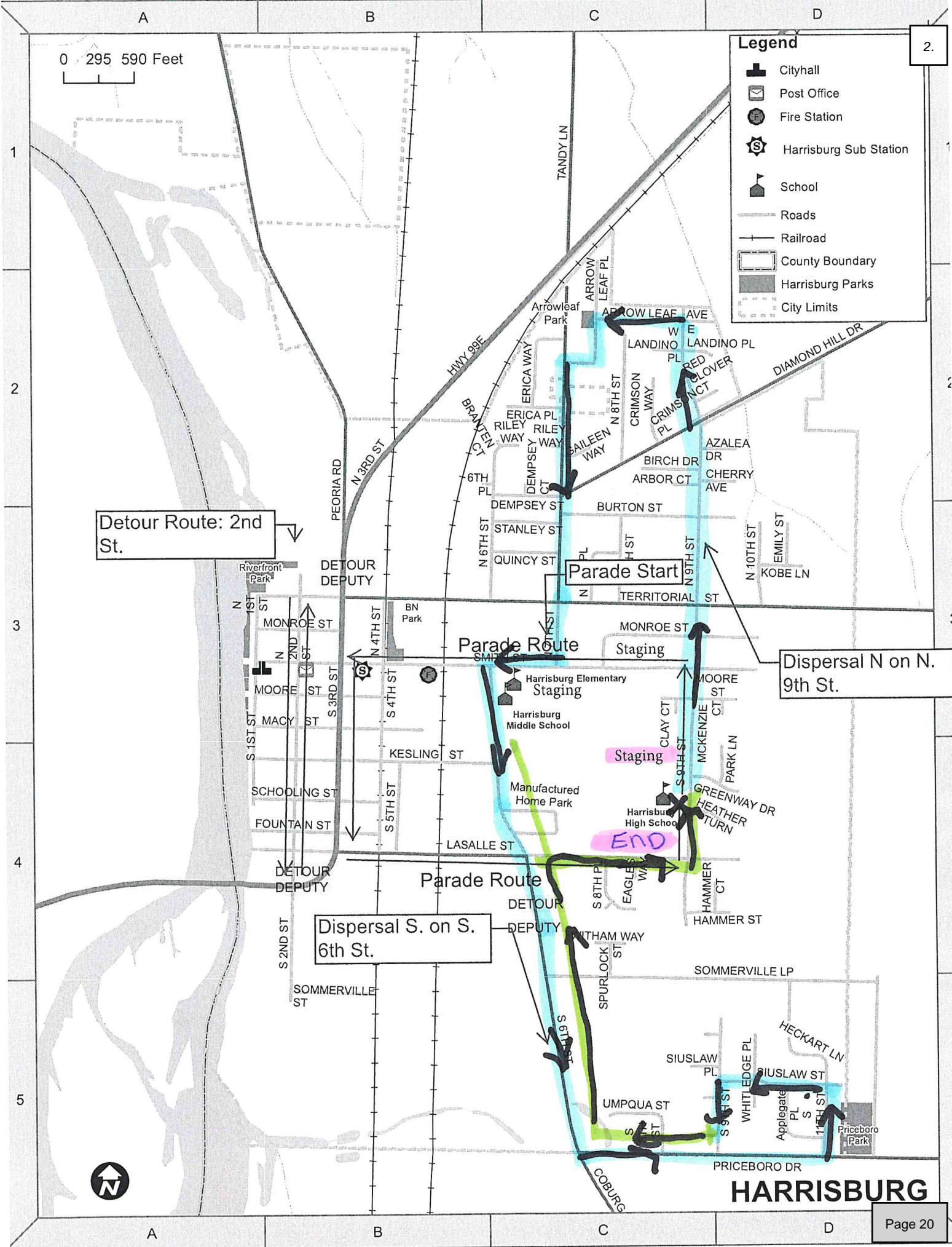
- ☐ I have contacted PWN to inform them of the route, date and time of the event.

We highly encourage you to find general rail safety information on-line at www.oli.org.

By signing below, you are hereby indicating that you will abide by the City's ordinances and will comply with all requirements of HMC Chapter 10.05, and any supplemental Conditions of Approval that may be assigned to said parade permit.

Kimberly Kalle
Signature

4/15/2021
Date



Agenda Bill

Harrisburg City Council

Harrisburg, Oregon

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:

- Exhibit A: Personnel Committee Staff Report
- Exhibit B: Compensation Study Report
- Exhibit C: Wage Increase Comparison
- Exhibit D: Wage Scale No. 1 – 2% COLI only
- Exhibit E: Wage Scale No. 2 – PW Wage Analysis
- Exhibit F: Wage Scale No. 3 – Full Wage Analysis, All Employees

ACTION: **1. MOTION TO APPROVE/AMEND/DENY THE RESULTS OF THE COMPENSATION WAGE ANALYSIS, and**
 2. MOTION TO APPROVE/AMEND/DENY THE WAGE SCALE AS SHOWN IN EXHIBIT ____.

THIS AGENDA BILL IS DESTINED FOR: Agenda – May 11, 2021

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$21,203 to \$55,765	Yes	General, Street, Library, Water & Sewer Funds

STAFF RECOMMENDATION:

Staff recommends the City Council follow the recommendation made by the Personnel Committee.

BACKGROUND INFORMATION:

The Personnel Committee met on May 4, 2021, in order to review the results of the Compensation Comparison Study completed by Portland State University. The Staff Report that was provided to the Personnel Committee is located in **Exhibit A**. The Personnel Committee voted to recommend that the City Council approve the results of the Compensation Wage Analysis (Exhibit B) and to recommend the approval of Wage Scale No. 3. (**Exhibit F** in this staff report).

As noted in the compensation report, there are six positions that have wages lower than the average median, ranging from 4.2% to 9.4% less than in comparable jurisdictions. Some of those jurisdictions are close enough to Harrisburg to be considered some of

our main competitors for employees. The preliminary Budget Document was prepared using the highest cost scenario for the City. Although nobody would have thought it possible last year at this time, the budget does allow for all wage comparison numbers to be adjusted as shown in **Exhibit E**. Some of the positive changes that made a difference in the current year, as well as the upcoming budget cycle are:

- The City calculated property tax revenue at a 90% collection rate. We are currently 6.5% ahead of our budgeted numbers.
- Some of the increases we are seeing in property taxes are due to the positive real estate market.
- In the General Fund, the Finance Officer/Deputy City Recorder, and City Recorder/Municipal Court Clerk, are both making less than the previous employees in these positions. In addition, we have held off on hiring the building permit technician until the number of permits increase to where we need more assistance.
- The City Administrator is making less than the previous administrator, as well as working two positions for the last two months, saving on benefits as well as wages.
- Intergovernmental Revenues are projected for this year's budget, at a 19% increase. This is due to Liquor Tax Receipts, and State Revenue Sharing. (We are budgeting State Revenue Sharing at a much lower amount in the new fiscal year.)
- The City of Monroe has been paying us a monthly \$500 fee for a DRC (Direct Responsible Charge) water operator. This amounts to revenue of \$6,000 a year.

It is important for the City to keep up with regional wages as much as possible; as a small city, we need to stay competitive. We have terrific employees who truly care about our City, that we want and need to retain. In addition, staff workloads have done nothing but increase since the pandemic, while the cost of living is also increasing at an exponential rate; the current CPI-W for March is 3%.

As noted in the Staff Report to the Personnel Committee, staff is unaware of anything being expressed on a local or regional basis about employee salaries. Those concerns are likely out there, and it's wise to keep them in mind, especially when people have been negatively affected by the pandemic. However, a quick survey amongst 10 other cities have shared that they are also well funded and are recommending 100% adoption of the results of their comparison studies; leaving it up to their budget committees to approve the final numbers projected during the budget process. ***As always, the City Council has the ability to modify any of the salary percentages, or to specify dollar amounts and limitations if desired.***

As shared with the Personnel Committee, administrative staff have been re-organized, and I'm happy to announce that Lori Ross is now our City Recorder/Municipal Court Clerk (and Library Supervisor)! It's one of the many steps we've taken to redistribute the work loads in the office. We will be holding off on hiring a part-time building permit tech at this time, although they are still budgeted. This will allow us to adjust as needed in

relation to the Building Permit Assumption project. We will be working on filling the Utility Billing Supervisor/Building Permit position in the near future.

In addition, the projected budget numbers reflect an added position to the Public Works crew. This is necessary for the City to deal with the sheer amount of work coming our way from meeting more regulatory requirements, as well as increased work loads from street, sewer and water projects. Unfortunately, the City will also be replacing Matt Renfro, who has moved on to the City of Burns. There will be more cost savings in the current year's budget until his position is replaced.

REVIEW AND APPROVAL:

_____ Michele Eldridge City Administrator	_____ Date
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Agenda Bill

Harrisburg Personnel Committee

Harrisburg, Oregon

THE MATTER OF REVIEWING THE RESULTS OF THE COMPENSATION COMPARISON STUDY

STAFF REPORT:

Exhibit A: Compensation Comparison Study

Exhibit B: Wage Increase Comparison

Exhibit C: Wage Scale No. 1 – 2% COLI

Exhibit D: Wage Scale No. 2 – PW Wage Analysis

Exhibit E: Wage Scale No. 3 – PW + Finance Officer

ACTION:

Motion to approve the results of the Compensation Wage Analysis and recommend the approval of the wage scale as shown in Exhibit E, subject to the approval of the City Council and Budget Adoption

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – May 4, 2021

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$21,203 to \$55,765	Yes	General – Street – Library – Water - Sewer

STAFF RECOMMENDATION:

Staff recommend the Personnel Committee approve the results of the Wage Compensation Comparison Study and Recommend the Approval of the Wage Scale as Shown in Exhibit E, subject to the approval of the City Council and as allowed by the Budget Adoption.

BACKGROUND INFORMATION:

The Personnel Committee decided five years ago that the City should hold a formal wage analysis every three to four years. In this manner, we keep the City competitive with surrounding cities, which in turn, helps to slow employee turnover. The last wage analysis was completed in 2016, with implementation in 2017/2018. This wage analysis was scheduled for fall 2020, with the intention of the results applying to FY2021-2022.

For the past several years, the City has maintained a 2% cost-of-living increase (COLI) for all regular (non-contracted) employees, contingent upon budget approval. Maintaining the 2% COLI has been instrumental in our keeping pace with wages in smaller cities in our region. In 2017, 100% of the total compensation and budgetary impact was \$67,523, while this year, the total cost, if approved, is \$55,765.

The wage analysis (**Exhibit A**) considers total compensation, including employer paid health and retirement benefits. Most of the Harrisburg positions were comparable to the same positions in other cities, with the exception of Municipal Court Clerk/Utility Billing Supervisor, and Librarians. Our Librarians only work 18 hours a week, and are not benefited, except for sick pay, and for one of them, PERS is charged when she exceeds 599 hours. After adjusting for full time and benefits, their comparative median rate becomes 24.7% higher than the median. Because of these issues, PSU removed them from the final report. Four administrative positions are higher than the median to comparable jurisdictions, therefore, Staff is recommending that these positions receive only a 2% COLI increase.

There are six positions that are lower than the average median, ranging from 4.2% to 9.4% less than in comparable jurisdictions. All of these are PW positions, except for the Finance Officer/Deputy City Recorder. The Committee will find the wage increase comparison in **Exhibit B**. Those total results are also shown below:

2% COLI Only	\$21,203	Exhibit C
PW Increases (+2% COLI for Administrative Staff)	\$50,205	Exhibit D
PW & Finance Officer/Deputy Recorder (& 2% Admin)	\$55,765	Exhibit E

Staff asked the Finance Officer to configure our preliminary budget at the levels above and is confident that the 2021-2022 budget and individual funds can absorb the budgetary impacts of providing 100% of the total compensation increases, as analyzed in the Compensation Comparison Study. While the percentages like 9.4% seem high, when looking at the whole, after adjustments, it actually results in roughly a 3% increase across the board, (**Exhibit B**) after adjusting for taxes and benefits.

Some of the Council members had expressed concern about providing any kind of a compensation increase for city employees, based on general public comment. To staff's knowledge, that's on a regional/state and/or national basis. In tracking other studies that have been publicized, 10 other cities, including Creswell and Junction City, have shared that they are well funded for the proposed fiscal year budget, and therefore are all recommending 100% adoption of the results of the comparison study, and are leaving it up to their budget committees to approve the final numbers during the budget process. As always, both the Personnel Committee and City Council can ask for any modification of the salary percentages, or specify dollar amounts or limitations if preferred.

A few other notes in relation to the attached exhibits:

- City Hall administrative staff are being re-organized, and the Personnel Committee will find that there is a City Recorder/Municipal Court Clerk/Library Supervisor position, as well as a Utility Billing Supervisor/Deputy Court Clerk position. That person will also be responsible as the Building Permit Specialist and will work on the administrative side of code enforcement. The wage scales have been adjusted somewhat to compensate for the change in job titles and

responsibilities. John had already scheduled the addition of a part-time Building Permit Tech. However, Staff is holding off on hiring for this position until we can see how much extra in building permit traffic will result from the addition of electrical permits, as well as the Accela program, once it is installed.

- During the Budget Process, the Committee will discover that we are adding another staff member to the Public Works Crew. We had also been planning on moving an employee up to the Public Works Utility III position. Both of these changes are due to meeting more regulatory requirements, increased work loads due to street projects, and as required from additional water bond projects being completed. Because Matt Renfro has provided his two-week notice, that position will now be vacant, and therefore, the City will be hiring in two Public Works Employees.

REVIEW AND APPROVAL:

_____ Michele Eldridge City Administrator	_____ Date
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City of Harrisburg Compensation Comparison Study

Submitted by:

Center for Public Service
Mark O. Hatfield School of Government
Portland State University

April 2021

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Acknowledgements

The CPS Team is very grateful to Michelle Eldridge, Assistant City Administrator/ City Recorder of Harrisburg.

The City of Harrisburg and Portland State University's Center for Public Service would like to thank the staff members of participating jurisdictions who provided information and insights to ensure we had accurate information:

Jurisdictions	Main Information Contacts
Aumsville	Joshua Hoyer
Creswell	Michelle Amberg
Junction City	Stephanie Moran
Lafayette	Kevin Perkins
Mt. Angel	Tara Von Flue
Veneta	Stacy Cornelius

The CPS Team included:

- Sara Saltzberg – Project Sponsor, Director, Center for Public Service, PSU
- Eileen Casey White, Ed.D. – Senior Fellow
- Bob Winthrop – Senior Fellow
- Sara Spiers, MPA – Research Assistant
- Jordin Montgomery – Research Assistant

Background

In December 2020, the City of Harrisburg engaged Portland State University's Center for Public Service (CPS) to conduct a comprehensive compensation study for the City of Harrisburg. CPS analyzed 10 job titles in 7 Oregon cities, including Harrisburg, and determined the compensation costs to include:

- Salary at the Minimum, Median, and Maximum levels
- Employer payment for the employee's contribution share of Public Employees Retirement System (PERS)
- Minimum and Maximum Employee Health Insurance contributions
- Paid time off (Vacation, holiday)
- Other non-discretionary compensation

Additional data were collected to ensure comparability among job titles, including:

- Minimum experience required
- Minimum education required
- Major job duties

The jurisdictions included the following:

Table 1: Population and Location				
Jurisdiction	Population*	Miles from Harrisburg**	County	Jobs Matched
Harrisburg	3,695	N/A	Marion	n/a
Aumsville	4,215	51	Marion	7
Creswell	5,585	33	Lane	8
Junction City	6,200	5	Lane	7
Lafayette	4,155	73	Yamhill	6
Mt. Angel	3,520	68	Marion	8
Veneta	4,845	21	Lane	9

*PSU Population Research Center (Certified Estimates 2020)

**Car traveling miles from Harrisburg

Methodology

In order to collect comparable compensation data (e.g., Salary Schedules, Job Descriptions, Collective Bargaining Agreements), the CPS team worked with City of Harrisburg representatives to identify jurisdictions that were comparable in size, geographic location, and/or held a common workforce pool as comparators. We contacted each jurisdiction through email, offering to share the final report to help incentivize participation. All representatives provided an initial response to the request for 11 data points, including:

1. Salary schedules as of July 1, 2020
2. Current job descriptions for each position (used to help match jobs and identify the minimum number of years of experience, education, and job duties)
3. Personnel policies that impact employee benefits
4. Collective bargaining agreements related to the positions
5. PERS "pick-up" contribution amount, i.e., does the employer pay the 6% employee contribution amount
6. Any other non-discretionary (i.e., no match required) employer contributions towards retirement or deferred compensation costs
7. Health insurance employee premium contributions (highest and lowest premium contribution per employee group). An employee group includes all employees who receive the same time off, retirement, and health insurance fringe benefits.
8. Paid Time Off (Vacation) accrual amounts at 5, 10, 15, and 20 years
9. Holiday hours per employee group
10. Total number of hours counted in a year for a position. In most cases, that is 2080 (40 hours per week x 52 weeks).
11. Any other premium pay, certification pay, or longevity pay not counted above that is provided to the targeted employee groups. This does not include pay for additional work such as shift differential and overtime.

After summarizing the responses in validation spreadsheets, we sent the data back out to the jurisdiction contacts for verification. Contacts provided additional details to ensure the most accurate data for each job title. In total, the CPS team engaged in 3 to 5 interactions per jurisdiction to gather and validate data. The job matching analysis is in the section below titled "Limited Job Matching Discussion."

The research team compiled the data for analysis. Results of the job matching are listed in Table 2. Following the table are discussion summary results of adjusted compensation, Paid Time Off, health insurance, and PERS.

Table 2: Job Matching							
Standard Job Title	Aumsville	Creswell	Junction City	Lafayette	Mt. Angel	Veneta	Job Titles Matched
Assistant City Administrator/ City Recorder	1	1	1	0	1	1	6
Court Clerk/ Supervisor	0	0	0	1	0	1	2
Financial Officer/ Deputy City Recorder	1	1	1	1	1	1	6
Librarian	0	0	1	0	1	0	2
Public Works Director	1	1	1	1	1	1	6
Public Works Foreman	1	1	0	0	0	1	3
Public Works Utility I	1	1	1	1	1	1	6
Public Works Utility II	1	1	1	1	1	1	6
Public Works Utility III	0	1	0	1	1	1	4
Utility Billing II	0	1	1	0	1	1	5
Job Matched	6	8	7	6	8	9	42

Summary Results: *Adjusted compensation*

Adjusted compensation includes two parts. The first part is base salary. The second part is the addition of the value of Paid Time Off (PTO) and if available, the employer contribution for the employee share of pension, and the subtraction of the value of the employee contribution for health insurance. For this study, the CPS team used the minimum employee contribution value for a family plan.

Within the 11 job titles evaluated, Harrisburg was lower (-9.4% to -4.2%) for six positions, and higher (2.3% to 10.1%) for three positions (Court Clerk/ Supervisor, Utility Billing II, Assistant City Administrator/ City Recorder) for overall adjusted compensation at the Median tenure level.

The CPS team included a discussion of matching factors for all 10 job titles in the section titled *Limited Job Description Discussion*. Table 3 summarizes the job titles listing the difference between the City of Harrisburg Job Title value of the median adjusted compensation and the average of the comparable jurisdictions.

Table 3: Summary Results	
Job Title	% Difference from Average Adjusted Compensation at Median Tenure
Assistant City Administrator/ City Recorder	10.1 %
Court Clerk/ Supervisor	2.3 %
Financial Officer/ Deputy City Recorder	-7.5 %
Librarian*	n/a
Public Works Director	- 4.2 %
Public Works Foreman	- 9.4 %
Public Works Utility I	- 6.4 %
Public Works Utility II	-7.6 %
Public Works Utility III	-5.9 %
Utility Billing II	9 %

*The Librarian position is not a comparable match.

Summary Results: Paid Time Off

With regard to Paid Time Off (PTO), Harrisburg employees receive 80 hours for holidays. Creswell and Junction City are similar to Harrisburg and receive 80 hours for holidays; the remaining jurisdictions receive between 84 and 96 holiday hours.

Vacation hours are increased at the 5, 10, 15, and 20 year marks. Harrisburg employees receive 128 hours for vacation starting at 5 years and 168 hours for vacation at years 10 and 15 years; at 20 years, the employees receive 208 vacation hours. Lafayette is the only jurisdiction where employees receive more vacation at all 5-year increments compared to Harrisburg. More hours are awarded to Harrisburg employees starting at year 5 than in the other six jurisdictions (Aumsville, Creswell, Junction City, Mt. Angel, Veneta). Employees in three jurisdictions (Aumsville, Lafayette, Mt. Angel) receive more vacation hours than those in Harrisburg starting at 20 years, with Lafayette employees receiving the most at 272 hours and employees in the other jurisdictions receiving between 224 (Aumsville) and 220 (Mt. Angel). Employees in four jurisdictions (Creswell, Junction City, Mt. Angel, Veneta) have fewer vacation hours than those in Harrisburg starting at 20 years.

Table 4 on the next page provides detail by jurisdiction.

Table 4: PTO by Jurisdiction						
Jurisdiction	Employee Group	Holiday hours	Vacation: 5 years	Vacation: 10 years	Vacation: 15 years	Vacation: 20 years
Harrisburg	Non-represented	80	128	168	168	208
Aumsville	Non-represented	96	104	136	176	224
Creswell	Non-represented	80	120	128	160	160
Junction City	AFSCME* and Non-represented	80	96	120	160	160
Lafayette	LIUNA* & Non-represented	84	192	232	272	272
Mt. Angel	LIUNA*	96	110	150	180	220
	Non-represented		80	120	160	200
Veneta	Non-Represented	96	96	120	160	196

**American Federation of State, County, and Municipal Employees (AFSME) and Laborers' International Union of North America (LIUNA) representing Public Works position*

Summary Results: Health Insurance

CPS analyzed all employee health insurance premiums for the family plan (where available) as the point of comparison. The health insurance premium cost includes dental insurance and vision coverage if provided. Harrisburg employees' monthly premium health insurance contribution is zero. Aumsville, Creswell, and Junction City also have a zero minimum employee premium health insurance contribution. Employees in the additional three jurisdictions do contribute to their health care premiums. Lafayette employees' monthly premium health insurance contribution is the lowest at \$179 and Mt. Angel is the highest between \$229-\$232. Table 5 on the following page summarizes the minimum and maximum costs for employee health insurance.

Table 5: Health Insurance			
Jurisdiction		Maximum Family Insurance Cost (\$/mth)	Minimum Family Insurance Cost (\$/mth)
Harrisburg	Non-represented	0	0
Aumsville	Non-represented	0	0
Creswell	Non-represented	0	0
Junction City	AFSCME and Non-represented	0	0
Lafayette	LIUNA and Non-represented	179	179
Mt. Angel	LIUNA and Non-represented	232	229
Veneta	Non-represented	182	182

Summary Results: *Additional Compensation*

The CPS research team asked jurisdictions to respond (Yes/No) regarding whether the employer pays the 6% PERS pickup amount. All jurisdictions provide the 6% PERS pick-up.

Limited Job Matching Discussion

1. Assistant City Administrator/ City Recorder

The Assistant City Administrator/ City Recorder for Harrisburg is an exempt, supervisory position. It requires a bachelor's degree in communications, public administration or business administration and two years of related experience. Below is a short summary of duties from the job description:

"Performs complex, analytical, technical, and administrative tasks while assisting the City Administrator with the efficient delivery of municipal services to the public... maintenance of official city records and Council actions... responsible for human resources, elections, addressing, and risk management duties for the City."

Of the surveyed jurisdictions, all have one or more potential matched positions. The job title varies across most jurisdictions. In Aumsville, the position is "City Clerk;" in Creswell, the duties are split between "Assistant City Recorder/Court Clerk" and "City Recorder," so both were included in the initial analysis. The potential match positions in Junction City and Veneta are called "City Recorder," while Lafayette the duties lie with the "Community Development Clerk," and Mt. Angel has an "Assistant to City Manager." We compared the positions based on experience, education, FLSA exemption, supervision status, and other pertinent factors. The findings are described below:

- **Experience:** Harrisburg requires two years related experience. Lafayette is similar to Harrisburg and requires two years of experience. Creswell requires three years of progressively responsible clerical and secretarial experience for both positions (Assistant City Recorder/ Court Clerk and City Recorder). Mt. Angel requires three years of experience with at least one year in a government organization. Veneta requires the most experience with five years. Aumsville and Junction City do not specify years of experience.
- **Education:** Harrisburg requires a bachelor's degree in communication, public administration, or business administration. Veneta aligns closest with Harrisburg and requires a bachelor's degree. Mt. Angel requires the most education with a master's degree in business or public administration. Creswell and Junction City require educational training between high school diplomas and a college degree. Creswell requires one year of secretarial college or vocational courses for both positions (Assistant City Recorder/ Court Clerk and City Recorder). Junction City requires an additional two years of vocational training after high school or a GED. Aumsville and Lafayette require only a high school diploma or GED.

Harrisburg requires additional certification beyond a bachelor's degree. A CMC (Certified Municipal Clerk) designation is required within 5 years of employment and the ability to become a Notary Public within a year of hire. Junction City has similar requirements to have a CMC and Notary Public certification but a timeframe for earning the certifications is not listed. Veneta requires a CMC certificate or the ability to receive a CMC within three years of hire. Mt. Angel requires the position to procure a Notary Public certification.

- **FLSA Exemption:** Harrisburg is an exempt position. Creswell's City Recorder and the Junction City, and Mt. Angel positions are all exempt. Aumsville, Lafayette, Veneta, and the Creswell Assistant City Recorder/Court Clerk are non-exempt positions.
- **Supervision:** Harrisburg's supervisory duties for Assistant City Administrator/City Recorder are given as needed and in the absence of the City Administrator. Mt. Angel is similar to Harrisburg and the position may be assigned supervisory duties as needed. Aumsville, Creswell (Assistant City Recorder/Court Clerk), Junction City, Lafayette, and Veneta do not require supervisory duties. Creswell's City Recorder is the only comparable position with delegated supervisory duties, and supervises the Assistant City Recorder/Court Clerk.
- **Additional Notes:** Harrisburg combines Assistant City Administrator and City Recorder into one position. Creswell has two positions (Assistant City Recorder/ Court Clerk and City Recorder) that match based on how Creswell split the defined job duties between two positions. Junction City and Veneta match the Harrisburg City Recorder duties. Mt. Angel's position (Assistant to City Manager) aligns more closely with Harrisburg's Assistant City Administrator duties. The median adjusted compensation range is \$6,118 (Creswell – City Recorder) to \$4,468 (Lafayette). Harrisburg has the second highest median adjusted compensation at \$5,567. Variations in job duties, experience, and education may explain differences in compensation.

Conclusion: Combining multiple roles into one position, which is common in smaller jurisdictions, makes it difficult to assess a solid match. By blending the responsibilities of a city recorder (e.g., maintaining official city records and supporting the city council's activities) with the more technical aspects of human resources, elections, and risk management of city administration, there are few solid matches among the other jurisdictions. Difference in FLSA exemption and supervisory responsibilities also makes the potential matches not as strong. Most are close, however, and provide examples of how the tasks are distributed in a variety of creative ways in smaller cities and towns with limited budgets.

2. Court Clerk/ Supervisor

The Harrisburg Court Clerk/ Supervisor is an exempt and supervisory position. The position requires an associate's degree in communications, public administration or business administration and two years of related experience. Below is a short summary of duties from the job description:

"Performs a variety of tasks related to four city programs: Municipal Court, Code Enforcement, Library, and Utility Billing. Tasks involve, but are not limited to, resolving complaints and violations regarding the City's Municipal Code, assisting citizens through the Municipal Court process, collect fines, ... and supervising library and utility billing staff."

Of the six comparable jurisdictions, two (Lafayette and Veneta) have a potentially matched position. The position in Lafayette is "City Clerk" and the position in Veneta is "Office Support Specialist III (Compliance)". CPS compared the positions based on experience, education, FLSA exemption, supervision status, and other pertinent factors. Creswell has an "Assistant City Recorder/Court Clerk;" however, in

addition to court duties, the position has responsibilities for city records, council support, and the building inspection program, and was therefore not deemed a match. The findings are described below:

- **Experience:** Harrisburg requires two years' experience. The two positions in Lafayette and Veneta require three years of experience in the field.
- **Education:** Harrisburg requires an associate's degree in communications, public administration, or business administration. Veneta is similar to Harrisburg and requires an associate's degree. Lafayette's position requires a high school diploma or GED.

In addition to an associate's degree, candidates for Harrisburg's position must have or obtain a LEDS certification within 90 days of hire.

- **FLSA Exemption:** The position in Harrisburg is exempt. Lafayette and Veneta are non-exempt positions.
- **Supervision:** In Harrisburg and Lafayette, supervisory duties are assigned to the position. Veneta's position does not have supervisory responsibilities.
- **Additional Notes:** Most positions have similar experience and education requirements. Lafayette has the highest median adjusted compensation at \$5,083. Harrisburg follows with \$4,887 and Veneta has the lowest at \$4,469. Differences in tasks and supervisory duties may explain variation in pay.

Conclusion: Once again, the blend of disparate duties, common in smaller jurisdictions, as well as differences in FLSA exemption makes it hard to find solid matches. However, the positions in Lafayette and Veneta provide some comparability.

3. Financial Officer/ Deputy City Recorder

The Harrisburg Finance Officer/Deputy City Recorder is an exempt position without supervisory responsibility. The position requires a Bachelor's degree in accounting, business management, or related field. Harrisburg requires that the Finance Officer/Deputy City Recorder have three years' experience in government finance. The following is a short summary of duties from the job description:

"Performs a wide variety of tasks related to the financial affairs of the City... responsible for all financial reporting, budget and audit duties, and for establishing and maintaining a set of internal controls for all financial transactions for the organization... administers the general accounting system, accounts payable system, payroll, investments..."

Most jurisdictions have positions that match the job description. Aumsville calls the position "Finance Officer." Most jurisdictions (Creswell, Junction City, Mt. Angel) call the position "Finance Director." Veneta calls the position "Finance and Administration Services Director." Creswell also has an "Assistant City Recorder / Court Clerk," but the position has limited financial responsibilities and was therefore not

included in the analysis. We compared the positions based on experience, education, FLSA exemption, supervision status, and other pertinent factors. The findings are described below.

- **Experience:** Harrisburg requires three years' experience in government finance. Junction City and Veneta require four years of experience in accounting with two years' supervisory experience. Creswell requires the second most experience at five years. Mt. Angel requires the most experience with seven years' experience and two years of supervisory experience. Aumsville requires the least experience with one year of supervisory, payroll and human resources experience and two years in a supervisory role.
- **Education:** Harrisburg and five jurisdictions (Aumsville, Creswell, Junction City, Mt. Angel, Veneta) require a bachelor's degree in finance, public or business administration, or related field.

Harrisburg requires the position to earn a CMC (Certified Municipal Clerk) certification within seven years of employment and become a Notary Public within a year.

- **FLSA Exemption:** Harrisburg and most jurisdictions with matching positions are exempt. Aumsville is the only non-exempt position.
- **Supervision:** In Harrisburg, the position does not have supervisory duties. Aumsville, Creswell, Junction City, Mt. Angel, and Veneta have supervisory responsibilities for this position.
- **Additional Notes:** Most matched positions have similar experience and education requirements. There is variation among the job descriptions for additional certifications or education. Aumsville and Mt. Angel have a preference for a master's degree. Creswell, Junction City, and Mt. Angel have a preference for CPA designation. In addition, Mt. Angel also has a preference for the possession of Certified Management Accountant. Creswell and Veneta have the two highest median adjusted compensation amounts, both above \$7,000 per month. Most of the median adjusted compensation falls between \$6,998 (Aumsville) and \$6,739 (Mt. Angel). The Harrisburg median adjusted compensation amount is on the lower end at \$6,772. Mt. Angel (\$6,739) follows Harrisburg and has the lowest adjusted compensation.

Conclusion: The difference in FLSA exemption and supervisory status makes it harder to compare all positions. With that caveat, most matches are reasonably comparable.

4. Librarian

The Librarian in Harrisburg is a part time, non-exempt position with no supervision responsibility. The position requires a bachelor's degree in Library Sciences and one year of library work experience. The following is a short summary of duties from the job description:

“Plans, organizes, and implements the operations and functions of the Public Library. Responsible for the maintenance and control of physical library collections, inventory of collections, program events, and fundraising.”

Of the six jurisdictions surveyed, only two (Junction City and Mt. Angel) had a potential matching Librarian position; however, both were full-time positions. We compared the positions based on experience, education, FLSA exemption, supervision status, and other pertinent factors. The findings are described below.

- **Experience:** Harrisburg requires one year of library experience. Mt. Angel requires the most experience with five years of increasingly responsible professional library experience including three years of management and/or supervisory experience. Junction City did not specify number of years' experience.
- **Education:** Harrisburg requires a bachelor's degree in library sciences. Junction City requires a higher degree of education. The position must possess a Masters of Library and Information Science. Mt. Angel's positions does not specify education requirements; instead a graduate degree from an American Library Association accredited School of Library and Information Science is highly desirable.
- **FLSA Exemption:** Harrisburg and Junction City positions are non-exempt. Mt. Angel is an exempt position.
- **Supervision:** Harrisburg's Librarian has no supervisory duties. Junction City's and Mt. Angel's Librarian exercises direct supervision over staff and volunteers.
- **Additional Notes:** Harrisburg's Librarian position is hourly, part-time, and receives no benefits. Junction City and Mt. Angel Library positions are both full-time with benefits.

Conclusion: While many of the duties, education, and experience requirements are similar, the Harrisburg position is part-time and the compensation reflects that difference. We have doubled the hours of the part-time Harrisburg Librarian to reflect full time status to make the position somewhat comparable. (See Appendix A-4). However, with the different in FLSA exemption and supervisory status as well as full versus part time the comparability of this position is less than ideal.

5. Public Works Director

The Public Works Director is an exempt position with supervision responsibility. The position supervises Public Works Foreman. It requires a bachelor's degree in civil engineering and five years' of progressively responsible public works experience. The following is a short summary of duties from the job description:

“Plans, organizes, directs, and maintains the water system, wastewater system, and street system for the city, as well as providing storm water services, parks construction and maintenance, and facility maintenance for all city owned properties.”

All jurisdictions have comparable job titles. Most jurisdictions have the same title; Lafayette has a comparable job title called “Public Works Supervisor.” The findings are described below.

- **Experience:** Harrisburg and four additional positions (Aumsville, Creswell, Junction City, Lafayette, Mt. Angel) require five years of public works experience; in Aumsville and Mt. Angel, the job description specifies two years of supervisory experience. In Creswell and Junction City, the position requires three years’ supervisory experience. Veneta does not specify years of experience; instead it requires experience with basic mechanical and electrical systems.
- **Education:** Harrisburg requires a bachelor’s degree in civil engineering. Junction City and Veneta are similar and require a bachelor’s degree, with Junction City specifying an emphasis in public administration or engineering. Aumsville and Creswell require a high school diploma or GED plus two years of college courses. Lafayette has the lowest requirement with a high school diploma or GED. Mt. Angel does not specify high school or college education requirements.

Additional Certification is required in Harrisburg. The position must have or obtain within a year of hire a Wastewater Collection Level II, Wastewater Treatment Level I, and Water Distribution Level II certification. Most other positions require additional certification, while others provided options as to which certifications were acceptable/required.

- Wastewater Treatment Level I (Aumsville, Creswell, Junction City, Mt. Angel)
- Wastewater Treatment Level II (Veneta)
- Water Treatment Level I (Junction City, Lafayette, Veneta)
- Water Treatment Level II (Creswell, Mt. Angel)
- Water Distribution Level I (Lafayette, Mt. Angel)
- Water Distribution Level II (Aumsville, Creswell, Junction City, Lafayette, Veneta)
- Wastewater Collection Level I (Mt. Angel)
- Wastewater Collection Level II (Aumsville, Creswell, Junction City, Veneta)
- Work Zone Traffic Control (Creswell, Lafayette)
- Cross Connection Inspector (Lafayette)

The position in Mt. Angel does not require additional certification.

- **FLSA Exemption:** The position in Harrisburg and in most matching jurisdictions is exempt.
- **Supervision:** Harrisburg and all other jurisdictions have supervisory duties for this position.
- **Additional Notes:** Duties and responsibilities across all jurisdictions are comparable to those of Harrisburg. Aumsville desires the position to have an associate’s degree in Water/Wastewater Technology. Differences in size of department, experience, and education may correspond to variations in compensation. The highest median adjusted compensation pay for this position is

in Creswell (\$8,438) and the lowest is Lafayette (\$7,048). Harrisburg is one of the lowest at \$7,479.

Conclusion: Matches are comparable.

6. Public Works Foreman

The Public Works Foreman in Harrisburg is an exempt position with supervisory responsibility for the public works staff. The position requires a high school diploma or GED with five years' experience in municipal or water and/or sewer special districts. The following is a short summary of duties from the job description:

"Performs a wide variety of analysis, adjustments and maintenance tasks to operate and maintain the water treatment and wastewater plants in compliance with governing jurisdictions and to maximize the safe and efficient operation of the wastewater systems and treatment plant."

Three jurisdictions (Aumsville, Creswell, Veneta) have common job duties and responsibilities but have different titles. Aumsville has an "Assistant Public Works Director," while Creswell has a "Public Works Team Leader." Veneta has a "Public Works Superintendent." We compared the positions based on experience, education, FLSA exemption, supervision status, and other pertinent factors. The findings are described below.

- **Experience:** All require prior experience. Harrisburg and Creswell require five years' experience in municipal or water and/or sewer special districts. Aumsville requires 4 years' experience. Veneta requires the least experience, 3 years in a public works position.
- **Education:** Harrisburg requires a high school diploma or GED. Creswell and Veneta are similar to Harrisburg and require a high school diploma or GED. Aumsville requires a high school diploma or GED supplemented with specialized training.

Additional Certification for this position is required in Harrisburg. The incumbent must have a Wastewater Collection Level I, Wastewater Treatment Level I, Water Distribution Level I, and Cross Connection Specialist certification. Most other positions require additional certification, while others provided options as to which certifications were acceptable/required.

- Wastewater Treatment Level I (Aumsville, Veneta)
- Water Treatment Level I (Aumsville, Veneta)
- Water Distribution Level I (Veneta)
- Water Distribution Level II (Aumsville, Creswell)
- Wastewater Collections Level I (Veneta)
- Wastewater Collections Level II (Aumsville, Creswell)
- Cross connection Inspector (Aumsville, Creswell)

- **FLSA Exemption:** This position in Harrisburg and Veneta is exempt and those in Aumsville and Creswell are non-exempt.
- **Supervision:** Harrisburg's Foreman and all matched positions have supervisory duties.
- **Additional Notes:** Harrisburg Public Works Foreman falls between comparable jurisdictions that have assistant or superintendent public works positions and those with lead or team public works positions. The highest median adjusted compensation pay is Aumsville (\$7,367) and the lowest is Creswell (\$5,737). Differences duties and in department size may explain variations in pay.

Conclusion: Matches are comparable.

7. Public Works Utility I

The Harrisburg Public Works Utility I a non-exempt, entry level position with no supervision responsibility. The position requires a high school diploma or GED and little to no experience. The following is a short summary of duties from the job description:

"Performs a wide variety of routine tasks, requiring physical activity and the use of large equipment, motorized machines, simple power equipment and hand tools."

All jurisdictions have matched positions. Five jurisdictions (Aumsville, Junction City, Lafayette, Mt. Angel, Veneta) title the position "Utility Worker I" and Creswell calls the position "Public Works Maintenance Specialist I." We compared the positions based on experience, education, FLSA exemption, supervision status, and other pertinent factors. The findings are described below:

- **Experience:** Harrisburg does not specify experience for the entry level position. Creswell is similar and does not specify experience. Lafayette requires two years' prior experience with public utilities. Mt. Angel requires public work experience for one year or two years general construction experience within the last five years. Veneta seeks a range of experience of one to three years in public works. Aumsville requires the most experience, 4 years of experience or training.
- **Education** Harrisburg and all other jurisdictions require a high school diploma or GED. Aumsville requires additional specialized training.

Harrisburg does not require additional water and wastewater certification. Most other positions require additional certification, while others provided options as to which certifications were acceptable/required.

- Water Treatment Level I (Creswell, Junction City, Lafayette, Veneta)
- Water Distribution Level I (Junction City, Lafayette, Mt. Angel, Veneta)
- Water Distribution Level II (Creswell)

- Wastewater Treatment Level I (Creswell, Junction City, Lafayette, Veneta)
 - Wastewater Collection Level I (Junction City, Lafayette, Veneta)
 - Wastewater Collection Level II (Creswell)
 - Flagging Certification (Lafayette)
 - Work Zone Traffic Safety (Aumsville, Creswell)
- **FLSA Exemption:** The Utility Worker I in Harrisburg and in all other jurisdictions are non-exempt positions.
 - **Supervision:** Harrisburg and all other jurisdictions do not assign supervisory duties for this position.
 - **Additional Notes:** The job duties and responsibilities across all jurisdictions are comparable to those of Harrisburg for this position. In Harrisburg, the entry level position is not required to possess additional certification and it is what separates the position from Public Works Utility II and III. Aumsville does not list required additional certifications, but does require previous experience. The remaining jurisdictions have a preference for or require additional certifications. The highest median adjusted compensation is Lafayette (\$4,707) and the lowest is Mt. Angel (\$3,979). Harrisburg is the second lowest position at \$4,032. Differences in experience and certification expectation may explain variation in compensation.

Conclusion: Matches are comparable.

8. Public Works Utility II

The Public Works Utility II is a non-exempt position without responsibility for supervision. The position requires a high school diploma or GED and at least three years' experience in municipal or special district water and sewer systems. The following is a short summary of duties from the job description:

"Performs a wide variety of routine and semi-skilled tasks requiring physical activity and the use of large equipment, motorized machines, power equipment, and hand tools... maintains equipment and tools used and (must) be able to perform construction maintenance related tasks such as building repair."

All six comparable jurisdictions have matched positions. Five jurisdictions (Aumsville, Junction City, Lafayette, Mt. Angel, Veneta) title the position "Utility Worker II" and Creswell calls the position "Public Works Maintenance Specialist II." We compared the positions based on experience, education, FLSA exemption, supervision status, and other pertinent factors. The findings are described as follows:

- **Experience:** Harrisburg requires three years' experience in municipal or special district water and sewer systems. Like Harrisburg, the cities of Junction City, Lafayette, and Veneta require three years of public works experience. Lafayette requires the position to complete at least three years as a "Utility Worker I" while Veneta further clarifies that experience may range from three to five years. Aumsville requires the most experience at a minimum of 4 years' experience.

Mt. Angel requires one year of experience in public works or two years' experience in general construction within the past 5 years.

- **Education:** Harrisburg and all other jurisdictions require a high school diploma or GED. Aumsville requires additional specialized training.

Harrisburg requires additional water and wastewater certification. The position must have one of the following certifications: Wastewater Treatment Level I, Wastewater Collection Level I, Water Distribution Level I, Oregon State Pesticide Applicator. Most other positions require additional certification, while others provided options as to which certifications were acceptable/required.

- Water Treatment Level I (Creswell, Junction City, Lafayette, Veneta)
 - Water Distribution Level I (Aumsville, Lafayette, Mt. Angel)
 - Water Distribution Level II (Creswell, Junction City, Veneta)
 - Wastewater Treatment Level I (Aumsville, Creswell, Junction City, Lafayette, Mt. Angel)
 - Wastewater Treatment Level II (Veneta)
 - Wastewater Collection Level I (Lafayette, Mt. Angel)
 - Wastewater Collection Level II (Creswell, Veneta)
- **FLSA Exemption:** In Harrisburg and all matching jurisdictions, the position is non-exempt.
 - **Supervision:** Harrisburg and all other jurisdictions do not normally assign supervisory duties to this position. Junction City's Utility Worker II may be assigned supervisory responsibilities.
 - **Additional Notes:** Regardless of job title, the job duties and responsibilities across all jurisdictions are comparable to those of Harrisburg. Differences in supervision, crew size, and experience may correspond to variations in compensation. The highest median adjusted compensation pay is Lafayette (\$5,496) and the lowest is Mt. Angel (\$4,360). Harrisburg is the second lowest at \$4,406.

Conclusion: Matches are comparable.

9. Public Works Utility III

The Public Works Utility III in Harrisburg is a non-exempt position with supervisor responsibility. The position requires a high school diploma or GED and a minimum of five years' experience in a municipal or special district water and sewer systems. The following is a short summary of duties from the job description:

"Performs a wide variety of analysis, adjustments and maintenance tasks to operate and maintain wastewater and water treatment plants ... performs a wide variety of routine and semi-skilled tasks requiring physical activity and the use of large equipment, motorized machines, power equipment, and hand tools."

Of the jurisdictions surveyed, four have matched positions, but some use slightly different job titles. Veneta's job title (Utility Worker II) is the most similar to Harrisburg. Creswell's position is called "Public Works Maintenance Specialist III." Lafayette and Mt. Angel call the position "Public Works Lead Worker." We compared the positions based on experience, education, FLSA exemption, supervision status, and other pertinent factors. The findings are described below.

- **Experience:** Harrisburg requires five years' experience in municipal or special district water and sewer systems. Similar to Harrisburg, Lafayette require three years' experience as a "Utility Worker I." Veneta requires experience of five or more years in public works as well as one year of supervisory or lead experience. Mt. Angel does not specify years' experience.
- **Education:** Harrisburg and all other jurisdictions require a high school diploma or GED. Mt. Angel does not specify education level; it does outline additional certifications required, outlined in the next paragraph.

Harrisburg requires additional water and wastewater certification. The position must have one of the following certifications: Wastewater Treatment Level I, Wastewater Collection Level I, or Water Distribution Level I. Most other positions require additional certification, while others provided options as to which certifications were acceptable/required.

- Water Treatment Level I (Creswell, Lafayette, Mt. Angel, Veneta)
 - Water Distribution Level I (Lafayette)
 - Water Distribution Level II (Creswell, Mt. Angel, Veneta)
 - Wastewater Treatment Level I (Creswell, Lafayette, Mt. Angel)
 - Wastewater Treatment Level II (Veneta)
 - Wastewater Collections I (Lafayette, Mt. Angel)
 - Wastewater Collection II (Creswell, Veneta)
- **FLSA Exemption:** In Harrisburg and in all matching jurisdictions, the position is non-exempt.
 - **Supervision:** Public Works Utility III in Harrisburg, Creswell, Mt. Angel, and Veneta have supervisory responsibilities. The position in Lafayette does not.
 - **Additional Notes:** Regardless of job title, the job duties and responsibilities across all jurisdictions are comparable to those of Harrisburg. Differences in supervision, crew size, and experience may correspond to variations in compensation. The highest median adjusted compensation pay is Lafayette (\$5,799) and the lowest is Creswell (\$4,809). Harrisburg falls in the middle at \$4,868 median adjusted compensation.

Conclusion: Matches are comparable although Laf does not have sup duties.

10. Utility Billing II

The Utility Billing II is a non-exempt position without supervision responsibility. The position requires a high school diploma or GED and a minimum of three years of office work experience. The following is a short summary of duties from the job description:

“Performs a variety of tasks ... bookkeeping, billing, and collection of utility bills, cash receipting, creating reports, permits, business licenses ... may assist with the Municipal Court.”

Of the six jurisdictions surveyed, five have a comparable position, but with slightly different job titles. Aumsville and Creswell’s titled aligned closely with Harrisburg, with “Utility Billing Clerk” (Aumsville) and “Utility Billing/ Court Clerk II” (Creswell). Junction City’s position is called “Administrative Aide II/ Utility Billing.” Mt. Angel has an “Accounting Clerk/ Utility Clerk;” Veneta’s position is called “Office Support Specialist II (Utility Billing).” We compared the positions based on experience, education, FLSA exemption, supervision status, and other pertinent factors. The findings are described below.

- **Experience:** Harrisburg requires at least three years in an office setting. Aumsville, Junction City, Mt. Angel, requires two years of customer service and experience maintaining financial records and processing payments. Creswell does not provide a specific number of years’ experience; instead it specifies secretarial and general office procedure experience.
- **Education:** Harrisburg and most other jurisdictions require a high school diploma or GED. Veneta requires an associate’s degree or five years’ experience.
- **FLSA Exemption:** In Harrisburg and in all matching jurisdictions, the position is non-exempt.
- **Supervision:** The position in Harrisburg and all other matches do not have supervisory duties.
- **Additional Notes:** Regardless of job title, the job duties and responsibilities across all jurisdictions are comparable to those of Harrisburg. Mt. Angel’s position is required to obtain a Notary Public certification. Veneta has additional duties, including IT and communications due to how the jurisdiction has combined responsibilities, possibly explaining the higher salary level. The highest median adjusted compensation is Veneta (\$4,469) and the lowest is Aumsville (\$3,124). Harrisburg is in the middle with \$4,214 adjusted compensation.

Conclusion: Most matches are comparable.

Appendix

Detailed Adjusted Compensation Results	A-1
<i>Assistant City Administrator/ City Recorder</i>	<i>A-1</i>
<i>Court Clerk/ Supervisor</i>	<i>A-2</i>
<i>Financial Officer/ Deputy City Recorder</i>	<i>A-3</i>
<i>Librarian (Adjusted)</i>	<i>A-4</i>
<i>Public Works Director.....</i>	<i>A-5</i>
<i>Public Works Foreman</i>	<i>A-6</i>
<i>Public Works Utility I</i>	<i>A-7</i>
<i>Public Works Utility II</i>	<i>A-8</i>
<i>Public Works Utility III.....</i>	<i>A-9</i>
<i>Utility Billing II.....</i>	<i>A-10</i>

Position Name: Assistant City Administrator/City Recorder					Adjustments								
Jurisdiction	Jurisdiction Job Title	Base Salary			PERS & Insurance		Vacation & Holiday (PTO)			Adjusted Comp. W/ PTO			
		Min	Median	Max	PERS	EE Ins.	Min	Median	Max	Min	Median	Max	
Aumsville	City Clerk	\$ 3,687	\$ 4,207	\$ 4,801	Y	\$ -	9.6%	11.2%	15.4%	\$ 4,263	\$ 4,929	\$ 5,828	
Creswell	Assistant City Recorder/ Court Clerk	3,358	3,970	4,426	Y	-	9.6%	10.0%	11.5%	3,882	4,605	5,203	
Creswell	City Recorder	4,477	5,275	5,870	Y	-	9.6%	10.0%	11.5%	5,176	6,118	6,899	
Junction City	City Recorder	4,191	4,533	4,903	Y	-	8.5%	9.6%	11.5%	4,797	5,241	5,763	
Lafayette	Community Development Clerk	3,507	3,834	4,191	Y	(179)	13.3%	15.2%	17.1%	4,004	4,468	4,981	
Mt. Angel	Assistant to City Manager	4,110	4,645	5,245	Y	(229)	8.5%	10.4%	14.2%	4,475	5,177	6,077	
Veneta	City Recorder	3,623	4,324	5,157	Y	(182)	9.2%	10.4%	14.0%	3,993	4,850	6,008	
	Average	3,850	4,398	4,942		(84)	9.8%	11.0%	13.6%	4,370	5,055	5,823	
	Median	3,687	4,324	4,903		-	9.6%	10.4%	14.0%	4,263	4,929	5,828	
Harrisburg	Assistant City Administrator/City Recorder	\$ 4,114	\$ 4,720	\$ 5,414	Y	\$ -	10.0%	11.9%	13.9%	\$ 4,772	\$ 5,567	\$ 6,489	
		% Difference from Average	6.8%	7.3%	9.6%			2.5%	8.8%	1.7%	9.2%	10.1%	11.4%
		% Difference from Median	11.6%	9.2%	10.4%			4.0%	14.8%	-1.3%	12.0%	12.9%	11.3%

Note: n/a = no match. PTO = Paid Time Off Vacation plus Holiday. Levels are at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees' 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee. Creswell has two comparable positions.

Position Name: Court Clerk/Supervisor					Adjustments									
Jurisdiction	Jurisdiction Job Title	Base Salary			PERS & Insurance		Vacation & Holiday (PTO)			Adjusted Comp. W/ PTO				
		Min	Median	Max	PERS	EE Ins.	Min	Median	Max	Min	Median	Max		
Aumsville	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Creswell	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Junction City	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Lafayette	City Clerk	3,972	4,342	4,746	Y	(179)	13.3%	15.2%	17.1%	4,559	5,083	5,664		
Mt. Angel	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Veneta	Office Support Specialist III (Compliance)	3,349	3,997	4,767	Y	(182)	9.2%	10.4%	14.0%	3,677	4,469	5,540		
	Average	3,661	4,169	4,757		(180)	11.3%	12.8%	15.6%	4,118	4,776	5,602		
	Median	3,661	4,169	4,757		(180)	11.3%	12.8%	15.6%	4,118	4,776	5,602		
Harrisburg	Court Clerk/Supervisor	\$ 3,612	\$ 4,144	\$ 4,753	Y	\$ -	10.0%	11.9%	13.9%	\$ 4,190	\$ 4,887	\$ 5,696		
		% Difference from Average	-1.3%	-0.6%	-0.1%				-11.1%	-6.8%	-11.1%	1.7%	2.3%	1.7%
		% Difference from Median	-1.3%	-0.6%	-0.1%				-11.1%	-6.8%	-11.1%	1.7%	2.3%	1.7%

Note: n/a = no match. PTO = Paid Time Off Vacation plus Holiday. Levels are at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees' 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Position Name: Finance Officer/Deputy City Recorder					Adjustments							
Jurisdiction	Jurisdiction Job Title	Base Salary			PERS & Insurance		Vacation & Holiday (PTO)			Adjusted Comp. W/ PTO		
		Min	Median	Max	PERS	EE Ins.	Min	Median	Max	Min	Median	Max
Aumsville	Finance Officer	\$ 5,234	\$ 5,973	\$ 6,817	Y	\$ -	9.6%	11.2%	15.4%	\$ 6,051	\$ 6,998	\$ 8,275
Creswell	Finance Director	6,379	7,652	8,532	Y	-	9.6%	10.0%	11.5%	7,375	8,876	10,029
Junction City	Finance Director	5,544	5,996	6,485	Y	-	8.5%	9.6%	11.5%	6,346	6,932	7,622
Lafayette	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
Mt. Angel	Finance Director	5,298	5,987	6,762	Y	(229)	8.5%	10.4%	14.2%	5,835	6,739	7,901
Veneta	Finance and Administrative Services Director	5,220	6,229	7,430	Y	(182)	9.2%	10.4%	14.0%	5,833	7,068	8,736
	Average	5,535	6,367	7,205		(82)	9.1%	10.3%	13.3%	6,288	7,323	8,513
	Median	5,298	5,996	6,817		-	9.2%	10.4%	14.0%	6,051	6,998	8,275
Harrisburg	Finance Officer/Deputy City Recorder	\$ 5,005	\$ 5,743	\$ 6,586	Y	\$ -	10.0%	11.9%	13.9%	\$ 5,806	\$ 6,772	\$ 7,894
		% Difference from Average	-9.6%	-9.8%	-8.6%		10.2%	15.7%	3.8%	-7.7%	-7.5%	-7.3%
		% Difference from Median	-5.5%	-4.2%	-3.4%		8.3%	14.8%	-1.3%	-4.1%	-3.2%	-4.6%

Note: n/a = no match. PTO = Paid Time Off Vacation plus Holiday. Levels are at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees' 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Position Name: Librarian (Adjusted)		Adjustments								Adjusted Comp. W/ PTO		
Jurisdiction	Jurisdiction Job Title	Base Salary			PERS & Insurance		Vacation & Holiday (PTO)			Adjusted Comp. W/ PTO		
		Min	Median	Max	PERS	EE Ins.	Min	Median	Max	Min	Median	Max
Aumsville	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
Creswell	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
Junction City	Librarian	3,737	3,965	4,371	Y	-	8.5%	9.6%	11.5%	4,277	4,584	5,138
Lafayette	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
Mt. Angel	Library Director	4,853	5,484	6,197	Y	(229)	8.5%	10.4%	14.2%	5,326	6,154	7,221
Veneta	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
	Average	4,295	4,725	5,284		(114)	8.5%	10.0%	12.9%	4,802	5,369	6,179
	Median	4,295	4,725	5,284		(114)	8.5%	10.0%	12.9%	4,802	5,369	6,179
Harrisburg	Librarian (Adjusted)	\$ 5,834	\$ 6,694	\$ 7,672	N	\$ -	0.0%	0.0%	0.0%	\$ 5,834	\$ 6,694	\$ 7,672
		% Difference from Average						% Difference from Average				
		35.8%						-100.0%			21.5%	
		41.7%						-100.0%			24.7%	
		45.2%						-100.0%			24.1%	
		% Difference from Median						% Difference from Median				
		35.8%						-100.0%			21.5%	
		41.7%						-100.0%			24.7%	
		45.2%						-100.0%			24.1%	

Note: n/a = no match. PTO = Paid Time Off Vacation plus Holiday. Levels are at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees' 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee. The analysis of doubling compensation for Harrisburg's Librarian (part time position without health insurance) compared to a full time position with health insurance and other benefits does **not** appropriately reflect the value of the compensation provided. This table adjusted Harrisburg's position to reflect a scenario if the position was full-time with no health insurance, vacation, or other benefits.

Position Name: Public Works Director					Adjustments									
Jurisdiction	Jurisdiction Job Title	Base Salary			PERS & Insurance		Vacation & Holiday (PTO)			Adjusted Comp. W/ PTO				
		Min	Median	Max	PERS	EE Ins.	Min	Median	Max	Min	Median	Max		
Aumsville	Public Works Director	\$ 6,137	\$ 7,004	\$ 7,992	Y	\$ -	9.6%	11.2%	15.4%	\$ 7,095	\$ 8,205	\$ 9,701		
Creswell	Public Works Director	6,154	7,275	8,111	Y	-	9.6%	10.0%	11.5%	7,114	8,438	9,534		
Junction City	Public Works Director	6,378	6,899	7,461	Y	-	8.5%	9.6%	11.5%	7,300	7,976	8,770		
Lafayette	Public Works Supervisor	5,963	5,963	5,963	Y	(179)	13.3%	15.2%	17.1%	6,933	7,048	7,162		
Mt. Angel	Public Works Director	5,613	6,343	7,163	Y	(229)	8.5%	10.4%	14.2%	6,196	7,153	8,383		
Veneta	Public Works Director	5,921	7,065	8,427	Y	(182)	9.2%	10.4%	14.0%	6,641	8,040	9,933		
	Average	6,028	6,758	7,519		(98)	9.8%	11.1%	14.0%	6,880	7,810	8,914		
	Median	6,050	6,952	7,727		(89)	9.4%	10.4%	14.1%	7,014	8,008	9,152		
Harrisburg	Public Works Director	\$ 5,528	\$ 6,342	\$ 7,274	Y	\$ -	10.0%	11.9%	13.9%	\$ 6,412	\$ 7,479	\$ 8,718		
		% Difference from Average	-8.3%	-6.2%	-3.3%				2.3%	7.2%	-0.9%	-6.8%	-4.2%	-2.2%
		% Difference from Median	-8.6%	-8.8%	-5.9%				6.1%	14.8%	-2.0%	-8.6%	-6.6%	-4.7%

Note: n/a = no match. PTO = Paid Time Off Vacation plus Holiday. Levels are at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees' 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Position Name: Public Works Foreman					Adjustments									
Jurisdiction	Jurisdiction Job Title	Base Salary			PERS & Insurance		Vacation & Holiday (PTO)			Adjusted Comp. W/ PTO				
		Min	Median	Max	PERS	EE Ins.	Min	Median	Max	Min	Median	Max		
Aumsville	Assistant Public Works Director	\$ 5,510	\$ 6,288	\$ 7,176	Y	\$ -	9.6%	11.2%	15.4%	\$ 6,370	\$ 7,367	\$ 8,711		
Creswell	Public Works Team Leader	4,183	4,945	5,514	Y	-	9.6%	10.0%	11.5%	4,837	5,737	6,481		
Junction City	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Lafayette	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Mt. Angel	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Veneta	Public Works Superintendent	4,826	5,759	6,869	Y	(182)	9.2%	10.4%	14.0%	5,379	6,521	8,063		
	Average	4,840	5,664	6,520		(61)	9.5%	10.5%	13.7%	5,529	6,541	7,752		
	Median	4,826	5,759	6,869		-	9.6%	10.4%	14.0%	5,379	6,521	8,063		
Harrisburg	Public Works Foreman	\$ 4,380	\$ 5,025	\$ 5,763	Y	\$ -	10.0%	11.9%	13.9%	\$ 5,080	\$ 5,926	\$ 6,907		
		% Difference from Average	-9.5%	-11.3%	-11.6%				5.4%	13.4%	1.5%	-8.1%	-9.4%	-10.9%
		% Difference from Median	-9.2%	-12.7%	-16.1%				4.0%	14.8%	-1.3%	-5.6%	-9.1%	-14.3%

Note: n/a = no match. PTO = Paid Time Off Vacation plus Holiday. Levels are at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees' 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Position Name: Public Works Utility I		Adjustments												
Jurisdiction	Jurisdiction Job Title	Base Salary			PERS & Insurance		Vacation & Holiday (PTO)			Adjusted Comp. W/ PTO				
		Min	Median	Max	PERS	EE Ins.	Min	Median	Max	Min	Median	Max		
Aumsville	Utility Worker I	\$ 3,324	\$ 3,793	\$ 4,328	Y	\$ -	9.6%	11.2%	15.4%	\$ 3,843	\$ 4,444	\$ 5,254		
Creswell	Public Works Maintenance Specialist I	2,958	3,497	3,900	Y	-	9.6%	10.0%	11.5%	3,420	4,057	4,583		
Junction City	Utility Worker I	3,611	3,831	4,064	Y	-	8.5%	9.6%	11.5%	4,133	4,429	4,777		
Lafayette	Utility Worker I	3,687	4,031	4,406	Y	(179)	13.3%	15.2%	17.1%	4,219	4,707	5,246		
Mt. Angel	Utility Worker I	3,159	3,571	4,032	Y	(229)	9.9%	11.8%	15.2%	3,432	3,979	4,658		
Veneta	Utility Worker I	3,168	3,781	4,509	Y	(182)	9.2%	10.4%	14.0%	3,469	4,219	5,230		
	Average	3,318	3,751	4,206		(98)	10.0%	11.4%	14.1%	3,753	4,306	4,958		
	Median	3,246	3,787	4,196		(89)	9.6%	10.8%	14.6%	3,656	4,324	5,003		
Harrisburg	Public Works Utility I	\$ 2,980	\$ 3,419	\$ 3,921	Y	\$ -	10.0%	11.9%	13.9%	\$ 3,456	\$ 4,032	\$ 4,699		
		% Difference from Average	-10.2%	-8.8%	-6.8%				-0.2%	4.9%	-2.0%	-7.9%	-6.4%	-5.2%
		% Difference from Median	-8.2%	-9.7%	-6.6%				4.0%	10.7%	-5.2%	-5.5%	-6.8%	-6.1%

Note: n/a = no match. PTO = Paid Time Off Vacation plus Holiday. Levels are at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees' 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Position Name: Public Works Utility II		Adjustments											
Jurisdiction	Jurisdiction Job Title	Base Salary			PERS & Insurance		Vacation & Holiday (PTO)			Adjusted Comp. W/ PTO			
		Min	Median	Max	PERS	EE Ins.	Min	Median	Max	Min	Median	Max	
Aumsville	Utility Worker II	\$ 3,851	\$ 4,394	\$ 5,015	Y	\$ -	9.6%	11.2%	15.4%	\$ 4,452	\$ 5,148	\$ 6,087	
Creswell	Public Works Maintenance Specialist II	3,218	3,804	4,242	Y	-	9.6%	10.0%	11.5%	3,720	4,413	4,986	
Junction City	Utility Worker II	3,737	3,965	4,371	Y	-	8.5%	9.6%	11.5%	4,277	4,584	5,138	
Lafayette	Utility Worker II	4,283	4,683	5,118	Y	(179)	13.3%	15.2%	17.1%	4,930	5,496	6,122	
Mt. Angel	Utility Worker II	3,446	3,895	4,399	Y	(229)	9.9%	11.8%	15.2%	3,765	4,360	5,102	
Veneta	Utility Worker II	3,443	4,109	4,900	Y	(182)	9.2%	10.4%	14.0%	3,785	4,600	5,700	
	Average	3,663	4,141	4,674		(98)	10.0%	11.4%	14.1%	4,155	4,767	5,522	
	Median	3,592	4,037	4,650		(89)	9.6%	10.8%	14.6%	4,031	4,592	5,419	
Harrisburg	Public Works Utility II	\$ 3,257	\$ 3,736	\$ 4,285	Y	\$ -	10.0%	11.9%	13.9%	\$ 3,778	\$ 4,406	\$ 5,135	
		% Difference from Average	-11.1%	-9.8%	-8.3%			-0.2%	4.9%	-2.0%	-9.1%	-7.6%	-7.0%
		% Difference from Median	-9.3%	-7.4%	-7.8%			4.0%	10.7%	-5.2%	-6.3%	-4.1%	-5.2%

Note: n/a = no match. PTO = Paid Time Off Vacation plus Holiday. Levels are at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees' 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Position Name: Public Works Utility III					Adjustments									
Jurisdiction	Jurisdiction Job Title	Base Salary			PERS & Insurance		Vacation & Holiday (PTO)			Adjusted Comp. W/ PTO				
		Min	Median	Max	PERS	EE Ins.	Min	Median	Max	Min	Median	Max		
Aumsville	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Creswell	Public Works Maintenance Specialist III	3,507	4,146	4,623	Y	-	9.6%	10.0%	11.5%	4,054	4,809	5,433		
Junction City	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Lafayette	Public Works Lead Worker	4,533	4,933	5,368	Y	(179)	13.3%	15.2%	17.1%	5,228	5,799	6,430		
Mt. Angel	Public Works Lead Worker	4,107	4,643	5,242	Y	(229)	9.9%	11.8%	15.2%	4,531	5,241	6,124		
Veneta	Utility Worker III	3,612	4,309	5,140	Y	(182)	9.2%	10.4%	14.0%	3,980	4,832	5,988		
	Average	3,940	4,507	5,093		(147)	10.5%	11.9%	14.5%	4,448	5,170	5,994		
	Median	3,860	4,476	5,191		(180)	9.8%	11.1%	14.6%	4,293	5,037	6,056		
Harrisburg	Public Works Utility III	\$ 3,598	\$ 4,128	\$ 4,734	Y	\$ -	10.0%	11.9%	13.9%	\$ 4,174	\$ 4,868	\$ 5,673		
		% Difference from Average	-8.7%	-8.4%	-7.1%				-4.8%	0.6%	-4.3%	-6.2%	-5.9%	-5.3%
		% Difference from Median	-6.8%	-7.8%	-8.8%				2.5%	7.4%	-5.2%	-2.8%	-3.4%	-6.3%

Note: n/a = no match. PTO = Paid Time Off Vacation plus Holiday. Levels are at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees' 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

Position Name: Utility Billing 2					Adjustments									
Jurisdiction	Jurisdiction Job Title	Base Salary			PERS & Insurance		Vacation & Holiday (PTO)			Adjusted Comp. W/ PTO				
		Min	Median	Max	PERS	EE Ins.	Min	Median	Max	Min	Median	Max		
Aumsville	Utility Billing Clerk	\$ 2,337	\$ 2,667	\$ 3,043	Y	\$ -	9.6%	11.2%	15.4%	\$ 2,702	\$ 3,124	\$ 3,694		
Creswell	Utility Billing/ Court Clerk II	3,085	3,647	4,066	Y	-	9.6%	10.0%	11.5%	3,566	4,230	4,779		
Junction City	Administrative Aide/Utility Billing	2,942	3,121	3,311	Y	-	8.5%	9.6%	11.5%	3,367	3,608	3,892		
Lafayette	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Mt. Angel	Accounting Clerk/Utility Clerk	3,135	3,545	4,002	Y	(229)	8.5%	10.4%	14.2%	3,359	3,896	4,583		
Veneta	Office Support Specialist III (UB)	3,349	3,997	4,767	Y	(182)	9.2%	10.4%	14.0%	3,677	4,469	5,540		
	Average	2,970	3,395	3,838		(82)	9.1%	10.3%	13.3%	3,334	3,866	4,497		
	Median	3,085	3,545	4,002		-	9.2%	10.4%	14.0%	3,367	3,896	4,583		
Harrisburg	Utility Billing II	\$ 3,113	\$ 3,573	\$ 4,098	Y	\$ -	10.0%	11.9%	13.9%	\$ 3,611	\$ 4,214	\$ 4,911		
		% Difference from Average	4.8%	5.2%	6.8%				10.2%	15.7%	3.8%	8.3%	9.0%	9.2%
		% Difference from Median	0.9%	0.8%	2.4%				8.3%	14.8%	-1.3%	7.2%	8.1%	7.2%

Note: n/a = no match. PTO = Paid Time Off Vacation plus Holiday. Levels are at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees' 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee.

	General	Street	Library	Water	Sewer
COLI ONLY	\$ 421,151.00	\$ 53,630.00	\$ 59,643.00	\$ 505,539.00	\$ 515,539.00
Increase \$	\$ 3,554.24	\$ 775.71	\$ 2,151.47	\$ 7,360.74	\$ 7,360.74
PW ONLY	\$ 421,151.00	\$ 55,080.00	\$ 59,643.00	\$ 519,315.00	\$ 529,315.00
Increase \$	\$ -	1,450.00	\$ -	13,776.00	13,776.00
%	0%	2.70%	0%	2.73%	2.67%
ALL	\$ 426,712.00	\$ 55,080.00	\$ 59,643.00	\$ 519,315.00	\$ 529,315.00
Increase \$	\$ 5,561.00	\$ 1,450.00	\$ -	\$ 13,776.00	\$ 13,776.00
%	1.32%	2.70%	0.00%	2.73%	2.67%

	General Fund Total	Street Fund Total	HART Fund Total	Library Fund Total	Parks Fund Total	Water Fund Total	Sewer Fund Total	Totals
Regular Wages	234,005.88	\$28,584.63	\$0.00	\$44,459.25	\$0.00	\$271,554.01	\$271,554.01	\$850,157.79
Admin Assistant	\$5,500.00		\$0.00					\$5,500.00
Judge Salary	\$4,800.00		\$0.00					\$4,800.00
Museum Salary	\$0.00							\$0.00
Overtime Wages	\$0.00	\$750.00			\$0.00	\$7,125.00	\$7,125.00	\$15,000.00
FICA	\$ 18,675.34	\$2,338.82	\$0.00	\$3,496.76	\$0.00	\$22,218.78	\$22,218.78	\$68,948.48
PERS	63,831.51	\$7,620.16	\$0.00	\$10,020.34	\$0.00	\$72,391.48	\$72,391.48	\$226,254.95
Health Insurance	85,500.00	\$11,742.00	\$0.00	\$0.00	\$0.00	\$111,549.00	\$111,549.00	\$320,340.00
Disability, Life & ADD	645.00	\$73.75	\$0.00	\$0.00	\$0.00	\$700.63	\$700.63	\$2,120.00
Comp & Longevity	4,316.25	\$261.91	\$0.00	\$1,250.00	\$0.00	\$2,488.17	\$2,488.17	\$10,804.50
SUTA	243.82	\$63.48	\$0.00	\$44.46	\$0.00	\$603.08	\$603.08	\$1,557.92
W/C Monthly	133.00	\$64.35	\$0.00	\$46.67	\$0.00	\$611.30	\$611.30	\$1,466.61
W/C Annually	\$3,000.00	\$2,000.00	\$0.00	\$325.00	\$0.00	\$7,000.00	\$7,000.00	\$19,325.00
Council	\$0.00							\$0.00
Meals	\$200.00	\$25.00			\$0.00	\$237.50	\$237.50	\$700.00
Cell Phones	\$300.00	\$105.00			\$0.00	\$997.50	\$997.50	\$2,400.00
Clothing						1,050.00	\$1,050.00	\$2,100.00
On Call						\$2,012.50	\$2,012.50	\$4,025.00
Seasonal						\$5,000.00	\$15,000.00	\$20,000.00
Secretary						\$0.00	\$0.00	\$0.00
Totals	\$421,150.80	\$53,629.10	\$0.00	\$59,642.48	\$0.00	\$505,538.94	\$515,538.94	\$1,555,500.25

CITY OF HARRISBURG

WAGE SCALE

2021/2022

#1 COLT ONLY

THIS SHOWS 2.0% COLT								
	1	2	3	4	5	6	7	8
PUBLIC WORKS DIRECTOR	\$67,656.13	\$70,362.37	\$73,176.87	\$76,103.94	\$79,148.10	\$82,314.03	\$85,606.59	\$89,030.85
CITY RECORDER/COURT CLERK	\$46,558.92	\$48,421.29	\$50,358.13	\$52,372.46	\$54,467.36	\$56,646.05	\$58,911.89	\$61,268.37
FINANCE OFFICER/DEPUTY CR	\$61,260.59	\$63,711.02	\$67,952.30	\$68,909.83	\$71,666.23	\$74,532.88	\$77,514.20	\$80,614.76
PUBLIC WORKS FOREMAN	\$53,607.03	\$55,751.31	\$57,981.37	\$60,300.63	Cathy	Cathy (8/21)	\$67,830.00	\$70,543.20
UB SUPERBLDG PRMT/CODE ENF	\$42,439.36	\$44,207.67	\$45,975.97	\$47,815.01	\$49,727.61	\$51,716.71	\$53,785.39	\$56,936.80
UTILITY III	\$21.18	\$22.02	\$22.90	Unknown	\$24.77	\$25.76	\$26.79	\$27.86
UTILITY II	\$19.17	\$19.93	\$20.73	\$21.55	\$22.42	Unknown	\$24.25	\$25.21
UTILITY I	\$17.53	\$18.24	\$18.97	\$19.73	\$20.51	\$21.33	\$22.19	Steve, Sal, Phil
UTILITY BILLING II	\$18.32	Unknown	\$19.82	\$20.61	\$21.44	\$22.30	\$23.18	\$24.11
UTILITY BILLING I	\$15.83	\$16.47	\$17.13	\$17.81	Jamie	Jamie (11/21)	\$20.03	\$20.83
PLANNING CLERK	\$15.83	\$16.47	\$17.13	\$17.81	\$18.52	\$19.26	\$20.03	\$20.83
OFFICE ASSISTANT II	\$12.75	\$13.26	\$13.79	Unknown	\$14.91	\$15.50	\$16.13	\$16.79
OFFICE ASSISTANT I	\$12.75	\$13.16	\$13.59	\$14.04	\$14.50	\$14.98	\$15.48	\$16.00
LIBRARIAN	\$17.17	\$17.85	\$18.57	Unknown	\$20.08	\$20.88	\$21.72	\$22.57
				Amanda (7/21)				Cheryl

* Amended 07/01/2021

	General Fund Total	Street Fund Total	HART Fund Total	Library Fund Total	Parks Fund Total	Water Fund Total	Sewer Fund Total	Totals
Regular Wages	234,005.88	\$29,659.10	\$0.00	\$44,459.25	\$0.00	\$281,761.42	\$281,761.42	\$871,647.07
Admin Assistant/	\$5,500.00		\$0.00					\$5,500.00
Judge Salary	\$4,800.00		\$0.00					\$4,800.00
Museum Salary	\$0.00							\$0.00
Overtime Wages	\$0.00	\$750.00			\$0.00	\$7,125.00	\$7,125.00	\$15,000.00
FICA	\$ 18,675.34	\$2,421.54	\$0.00	\$3,496.76	\$0.00	\$23,004.66	\$23,004.66	\$70,602.97
PERS	63,831.51	\$7,905.05	\$0.00	\$10,020.34	\$0.00	\$75,097.93	\$75,097.93	\$231,952.75
Health Insurance	85,500.00	\$11,742.00	\$0.00	\$0.00	\$0.00	\$111,549.00	\$111,549.00	\$320,340.00
Disability, Life & ADD	645.00	\$73.75	\$0.00	\$0.00	\$0.00	\$700.63	\$700.63	\$2,120.00
Comp & Longevity	4,316.25	\$268.82	\$0.00	\$1,250.00	\$0.00	\$2,553.75	\$2,553.75	\$10,942.55
SUTA	243.82	\$64.56	\$0.00	\$44.46	\$0.00	\$613.29	\$613.29	\$1,579.41
W/C Monthly	133.00	\$64.35	\$0.00	\$46.67	\$0.00	\$611.30	\$611.30	\$1,466.61
W/C Annually	\$3,000.00	\$2,000.00	\$0.00	\$325.00	\$0.00	\$7,000.00	\$7,000.00	\$19,325.00
Council	\$0.00							\$0.00
Meals	\$200.00	\$25.00			\$0.00	\$237.50	\$237.50	\$700.00
Cell Phones	\$300.00	\$105.00			\$0.00	\$997.50	\$997.50	\$2,400.00
Clothing						1,050.00	\$1,050.00	\$2,100.00
On Call						\$2,012.50	\$2,012.50	\$4,025.00
Seasonal						\$5,000.00	\$15,000.00	\$20,000.00
Secretary						\$0.00	\$0.00	\$0.00

Totals	\$421,150.80	\$55,079.15	\$0.00	\$59,642.48	\$0.00	\$519,314.47	\$529,314.47	\$1,584,501.37
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CITY OF HARRISBURG

WAGE SCALE

2021/2022

#2 PW ONLY

This shows 2.0% COLI								
PUBLIC WORKS DIRECTOR	1	2	3	4	5	6	7	8
	\$69,144.57	\$71,910.34	\$74,786.76	\$77,778.23	\$80,889.36	\$84,124.94	\$87,489.94	90,989.53
								Chuck
CITY RECORDER/COURT CLERK	\$46,558.92	\$48,421.29	\$50,358.13	\$52,372.46	\$54,467.36	\$56,646.05	\$58,911.89	\$61,268.37
							Lori	
FINANCE OFFICER/DEPUTY CR	\$61,260.59	\$63,711.02	\$67,952.30	\$68,909.83	\$71,666.23	\$74,532.88	\$77,514.20	\$80,614.76
					Cathy	Cathy (8/21)		
PUBLIC WORKS FOREMAN	\$57,573.95	\$59,876.91	\$62,271.99	\$64,762.88	\$67,353.39	\$70,047.52	\$72,849.42	\$75,763.40
								Rick
UB SUPERBLDG PRMT/CODE ENF	\$42,439.36	\$44,207.67	\$45,975.97	\$47,815.01	\$49,727.61	\$51,716.71	\$53,785.39	\$55,936.80
				Unknown				
UTILITY III	\$22.01	\$22.88	\$23.79	\$24.75	\$25.73	\$26.77	\$27.84	\$28.95
						Unknown		
UTILITY II	\$20.24	\$21.05	\$21.89	\$22.76	\$23.68	\$24.63	\$25.61	\$26.62
								Steve, Sal, Phil
UTILITY I	\$18.30	\$19.04	\$19.81	\$20.60	\$21.41	\$22.27	\$23.17	\$24.09
		Unknown	Ryan (7/20)					
UTILITY BILLING II	\$18.32	\$19.05	\$19.82	\$20.61	\$21.44	\$22.30	\$23.18	\$24.11
					Jamie	Jamie (11/21)		
UTILITY BILLING I	\$15.83	\$16.47	\$17.13	\$17.81	\$18.52	\$19.26	\$20.03	\$20.83
PLANNING CLERK	\$15.83	\$16.47	\$17.13	\$17.81	\$18.52	\$19.26	\$20.03	\$20.83
				Unknown				
OFFICE ASSISTANT II	\$12.75	\$13.26	\$13.79	\$14.34	\$14.91	\$15.50	\$16.13	\$16.79
OFFICE ASSISTANT I	\$12.75	\$13.16	\$13.59	\$14.04	\$14.50	\$14.98	\$15.48	\$16.00
				Unknown				
LIBRARIAN	\$17.17	\$17.85	\$18.57	\$19.31	\$20.08	\$20.88	\$21.72	\$22.57
				Amanda (7/21)				Cheryl

* Amended 07/01/2021

#3 ALL

	General Fund Total	Street Fund Total	HART Fund Total	Library Fund Total	Parks Fund Total	Water Fund Total	Sewer Fund Total	Totals
Regular Wages	238,092.06	\$29,659.10	\$0.00	\$44,459.25	\$0.00	\$281,761.42	\$281,761.42	\$875,733.25
Admin Assistant	\$5,500.00		\$0.00					\$5,500.00
Judge Salary	\$4,800.00		\$0.00					\$4,800.00
Museum Salary	\$0.00							\$0.00
Overtime Wages	\$0.00	\$750.00			\$0.00	\$7,125.00	\$7,125.00	\$15,000.00
FICA	\$ 18,993.97	\$2,421.54	\$0.00	\$3,496.76	\$0.00	\$23,004.66	\$23,004.66	\$70,921.59
PERS	64,904.00	\$7,905.05	\$0.00	\$10,020.34	\$0.00	\$75,097.93	\$75,097.93	\$233,025.24
Health Insurance	85,500.00	\$11,742.00	\$0.00	\$0.00	\$0.00	\$111,549.00	\$111,549.00	\$320,340.00
Disability, Life & ADD	645.00	\$73.75	\$0.00	\$0.00	\$0.00	\$700.63	\$700.63	\$2,120.00
Comp & Longevity	4,395.08	\$268.82	\$0.00	\$1,250.00	\$0.00	\$2,553.75	\$2,553.75	\$11,021.39
SUTA	247.99	\$64.56	\$0.00	\$44.46	\$0.00	\$613.29	\$613.29	\$1,583.58
W/C Monthly	133.00	\$64.35	\$0.00	\$46.67	\$0.00	\$611.30	\$611.30	\$1,466.61
W/C Annually	\$3,000.00	\$2,000.00	\$0.00	\$325.00	\$0.00	\$7,000.00	\$7,000.00	\$19,325.00
Council	\$0.00							\$0.00
Meals	\$200.00	\$25.00			\$0.00	\$237.50	\$237.50	\$700.00
Cell Phones	\$300.00	\$105.00			\$0.00	\$997.50	\$997.50	\$2,400.00
Clothing						1,050.00	\$1,050.00	\$2,100.00
On Call						\$2,012.50	\$2,012.50	\$4,025.00
Seasonal						\$5,000.00	\$15,000.00	\$20,000.00
Secretary						\$0.00	\$0.00	\$0.00

Totals	\$426,711.09	\$55,079.15	\$0.00	\$59,642.48	\$0.00	\$519,314.47	\$529,314.47	\$1,590,061.66
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CITY OF HARRISBURG

WAGE SCALE

2021/2022

#3 ALL

This shows 2.0% COLI								
PUBLIC WORKS DIRECTOR	1	2	3	4	5	6	7	8
	\$69,144.57	\$71,910.34	\$74,786.76	\$77,778.23	\$80,889.36	\$84,124.94	\$87,489.94	90,989.53
CITY RECORDER/COURT CLERK	\$46,558.92	\$48,421.29	\$50,358.13	\$52,372.46	\$54,467.36	\$56,646.05	\$58,911.89	Chuck
FINANCE OFFICER/DEPUTY CIR	\$64,217.37	\$66,893.09	\$69,680.31	\$72,583.65	\$75,607.97	\$78,632.19	\$81,777.48	\$85,048.57
PUBLIC WORKS FOREMAN	\$57,573.95	\$59,876.91	\$62,271.99	\$64,762.88	Cathy \$67,353.39	Cathy (8/21) \$70,047.52	\$72,849.42	\$75,763.40
UB SUPERBLDG PRMT/CODE ENF	\$42,439.36	\$44,207.67	\$45,975.97	\$47,815.01	\$49,727.61	\$51,716.71	\$53,785.39	Rick \$55,936.80
UTILITY III	\$22.01	\$22.88	\$23.79	Unknown \$24.75	\$25.73	\$26.77	\$27.84	\$28.95
UTILITY II	\$20.24	\$21.05	\$21.89	\$22.76	\$23.68	Unknown \$24.63	\$25.61	Steve, Sal, Phil \$26.62
UTILITY I	\$18.30	\$19.04	\$19.81	\$20.60	\$21.41	\$22.27	\$23.17	\$24.09
UTILITY BILLING II	\$18.32	Unknown \$19.05	Ryan (7/20) \$19.82	\$20.61	\$21.44	\$22.30	\$23.18	\$24.11
UTILITY BILLING I	\$15.83	\$16.47	\$17.13	\$17.81	Jamie \$18.52	Jamie (11/21) \$19.26	\$20.03	\$20.83
PLANNING CLERK	\$15.83	\$16.47	\$17.13	\$17.81	\$18.52	\$19.26	\$20.03	\$20.83
OFFICE ASSISTANT II	\$12.75	\$13.26	\$13.79	Unknown \$14.34	\$14.91	\$15.50	\$16.13	\$16.79
OFFICE ASSISTANT I	\$12.75	\$13.16	\$13.59	\$14.04	\$14.50	\$14.98	\$15.48	\$16.00
LIBRARIAN	\$17.17	\$17.85	\$18.57	Unknown \$19.31	\$20.08	\$20.88	\$21.72	\$22.57
				Amanda (7/21)				Cheryl

* Amended 07/01/2021

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

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

STAFF REPORT:

Exhibit A: Proclamation

ACTION: THE MAYOR WILL READ THE PROCLAMATION SETTING MAY AS MENTAL HEALTH MONTH IN HARRISBURG

THIS AGENDA BILL IS DESTINED FOR: Agenda – May 11, 2021

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

STAFF RECOMMENDATION:

Staff recommends the Mayor set May as Mental Health Month in Harrisburg

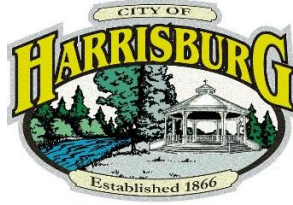
BACKGROUND INFORMATION:

The Linn County Mental Health Advisory Board asks Mayor Duncan to approve a proclamation (**Exhibit A**) naming May 2021 as Mental Health Month in Harrisburg on an annual basis.

Dick Knowles was reappointed as the Chairperson for the Advisory Board at one of the last County Commission meetings. He's been at all of the Council meetings in May in the past, with the exception of last year and this, due to the pandemic. He pointed out if we have anyone who needs resources during this difficult period of time, that they only need to reach out for extra support to Linn County Mental Health.

REVIEW AND APPROVAL:

Michele Eldridge Date
City Administrator



WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

WHEREAS, promotion and prevention are effective ways to reduce the burden of mental health conditions; and

WHEREAS, there is a strong body of research that support user-friendly tools that all Americans can access to better handle challenges, and protect their health and well-being; and

WHEREAS, mental health conditions are real and prevalent in our nation; and

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, faith-based organization, health care provider, veteran's groups and citizen has a responsibility to promote mental wellness and support prevention efforts; and

WHEREAS, the COVID-19 pandemic has had profound impacts on the mental health of people of all ages and now more than ever it is critical to reduce the stigma around mental health struggles that commonly prevents individuals from seeking help. By limiting media consumption, staying connected with loved ones and staying active we can maintain our mental health as we try to protect our physical health; and

WHEREAS, the Linn County Mental Health Advisory Board is emphasizing that there is no health without mental health by being involved with Public Service Announcements, Health Fairs, public speakers and various trainings regarding mental health issues;

THEREFORE, I Mayor Robert Duncan do hereby proclaim May 2021 as Mental Health Month in Harrisburg. As the Mayor of Harrisburg, I also call upon the citizens, governmental agencies, public and private institutions, businesses and schools in Harrisburg to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Proclaimed the 11th of May 2021: _____
Mayor Robert Duncan

Attest: _____

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

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

STAFF REPORT:

Exhibit A: BAKER CITY RESOLUTION

ACTION: TBD

THIS AGENDA BILL IS DESTINED FOR: Agenda – May 11, 2021

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

STAFF RECOMMENDATION:

Staff recommends the Council have a discussion in relation to this resolution and instruct the City Administrator on next steps.

BACKGROUND INFORMATION:

On March 23, 2021, Baker City passed Resolution No. 3881 on a vote of 5 to 2. This Resolution was written by their Mayor, with consultation by the City Manager and City Attorney. Baker City started with a Town Hall Meeting, which then led to a workshop, before they produced the final resolution. One of our Councilors has asked that staff include this resolution for discussion at this meeting.

The resolution is well written, and is very respectful, and correctly notes that a city can't change the laws or protect local businesses from the state. Surprisingly, there is not a lot of media coverage on this resolution; there are a few articles and editorials addressing it in on-line media.

The City Council should hold a discussion in relation to the resolution and direct the City Administrator on any next steps that are desired. If asked to revise this document, staff would take into consideration some of the editorial's points and would also make sure that City Attorney Jim Brewer has a chance to review it.

REVIEW AND APPROVAL:

Michele Eldridge, City Administrator Date

Exhibit A: Baker City Resolution

RESOLUTION No. 3881

RESOLUTION DECLARING AN ECONOMIC, MENTAL HEALTH, AND CRIMINAL ACTIVITY CRISIS DUE TO THE CURRENT COVID-RELATED STATE EMERGENCY DECLARATION AND RELATING OSHA MANDATES AND GUIDANCE

WHEREAS, the Oregon Governor's Executive Order 20-03: Declaration of Emergency due to COVID-19, and all subsequent and related OSHA guidance, and present and future executive order extensions of such are arbitrary, ineffective, and draconian; and

WHEREAS, we as a municipality have no legal ability to summarily flout these mandates, guidelines and enforcement by OSHA, and therefore cannot protect any local business from State-directed targeting, repercussions and penalties if such local business personally chooses to; and

WHEREAS, we also recognize that neither city, county nor state government has the legal right to flout the Oregon State Constitution or the United States Constitution; and

WHEREAS, we do believe our citizens are fully capable of making their private, individual healthcare and lifestyle decisions themselves; and

WHEREAS, we recognize that COVID-19 is indeed a contagious virus and contagious viruses do exist in the world; and

WHEREAS, science has shown over the last year that COVID-19 is overwhelmingly survivable and lockdowns do not stop its spread; and

WHEREAS, all models and projections used to justify initial state emergency mandates have been proven inaccurate over the past year; and

WHEREAS, our local hospital and health care system are not overwhelmed with COVID cases, and never have been; and

WHEREAS, Baker City is obligated to adopt regulations designed to promote the public safety and general welfare of its citizenry; and

WHEREAS, a majority of our local businesses directly attribute state lockdowns and OSHA guidelines as solely responsible for their inability to earn a living or pursue other rights as outlined in our State and U.S. Constitutions, and therefore we believe their property is being unconstitutionally seized by government without due compensation under the auspices of inappropriately weaponized State agencies; and

WHEREAS, to many businesses in Baker City are on the brink of permanent closure, creating a fiscal emergency and a devastated local economy; and

WHEREAS, businesses in Baker City have already closed their doors permanently as a result of the Governor's emergency declaration; and

WHEREAS, the Governor's lockdown and masking mandates are actively creating division and unrest with the increased potential of physical violence within our community as those of one opinion are encouraged by it to impose their opinions over the free will of those of another in a physical way, and we are obligated to address and prevent crime; and

WHEREAS, the limited number of beds in our local County Jail is resulting in an ongoing "cite and release" system that puts criminals straight back on the streets to further victimize our community immediately after arrest; and

WHEREAS, the Governor's mandates result in pitting local law enforcement against law-abiding citizens rather than criminals, which damages our community's strong relationship with our valued local law enforcement, and which is a dynamic no community should tolerate; and

WHEREAS, deliberate isolation of the ill in hospitals or the elderly left to die alone of that isolation is the cruelest of abuses and is not to be accepted in any civilized society; and

WHEREAS, it is a violation of the First Amendment of the United States Constitution for a government to limit how our churches and citizens choose to practice their religious freedoms, which are crucial to mental health; and

WHEREAS, social distancing and prolonged isolation are proven to create a number of mental health issues such as anxiety and depression, sometimes pushing individuals over the edge toward suicide as a last resort; and

WHEREAS, that same social distancing and prolonged isolation, combined with unemployment and other stressors, are increasing cases of domestic abuse and violence; and

WHEREAS, we believe in the kindness, compassion, and common sense of our citizens and businesses to help protect the most fragile and susceptible in our community; and

WHEREAS, fear is a tool of untruth, manipulation, and control - characteristics all of which do not reflect the values of our citizenry; and finally

WHEREAS we are mindful of the sentiments of our founding fathers such as Patrick Henry who said, "Give me liberty or give me death;" and Samuel Adams who said, "Our unalterable resolution should be to be free;" and Thomas Jefferson who said, "The spirit of resistance to government is so valuable on certain occasions, that I wish it to be always kept alive," and "What country can preserve its liberties if its rulers are not warned from time to time that their people preserve the spirit of resistance?"; and finally, John Adams, "But a constitution of government once changed from freedom can never be restored. Liberty, once lost, is lost forever";

NOW, THEREFORE, BE IT RESOLVED that we declare an economic, mental health, and crime crisis due to the current COVID-related State Emergency Declaration and related OSHA mandates and guidances, as a means of loudly and symbolically supporting our citizenry; and

BE IT RESOLVED, the City will communicate in writing with the Governor's Office to encourage the full opening of our city and county, recategorization to low-population status, or suggesting other means necessary to give our citizens relief from these mandates; and

BE IT RESOLVED, the City will support upcoming legislation, dependent upon its straightforward and unarmful wording, which provides reparations to business owners who have had their businesses and income taken without compensation; and

BE IT RESOLVED, the City will support future statewide ballot initiatives that limit the duration and extent of Governor's emergency powers, which may create similar lockdown scenarios during future emergencies, natural disasters, and pandemics; and

BE IT RESOLVED, the City will share this resolution with other Oregon cities, counties, and media outlets in the hope those entities will also speak more loudly; and

BE IT RESOLVED the City recognizes the citizenry of Baker City are free, sovereign individuals within a Constitutional, Representative Republic, not subjects or slaves, and will be recognized as such as we firmly stand to represent them.

PASSED by the City Council of the City of Baker City, Oregon and signed by the Mayor of Baker City, Oregon, this 23rd day of March, 2021.

SIGNED: _____


Mayor

ATTEST: _____


City Recorder

Agenda Bill

Harrisburg City Council

Harrisburg, Oregon

THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

- Exhibit A: City Council Minutes for March 23, 2021
- Exhibit B: City Council Minutes for April 13, 2021
- Exhibit C: Payment Approval Report for April 2021
- Exhibit D: Planning Commission Minutes for April 20, 2021
- Exhibit E: Library Board Minutes for March 11, and April 1, 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 March 23, and April 13, 2021**
 - 2. The Payment Approval Report for April 2021**
-

THIS AGENDA BILL IS DESTINED FOR: Consent Agenda – 05.11.21

STAFF RECOMMENDATION:

Staff recommends the City Council approve the consent list.

BACKGROUND INFORMATION:

Building Permits:

April:	Submitted: 12
	Issued: 15

New Homes:

- 954 Burton St., \$230,644
- 956 Burton St., \$236,244
- 958 Burton St., \$236,244
- 960 Burton St., \$230,306

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: \$1,158,332 (Does not include \$1,490,000 Seismic Reconstruction for the Middle School)

Business Licenses Issued:

- Mitchell's Mobile Wash LLC is a Home Occupational Business. They are a mobile pressure washing, fleet and commercial truck wash business.

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 met on March 11th and April 1st, 2021. Those minutes are attached.
Next Scheduled Meeting: May 13, 2021

Personnel Committee: Chairperson; Kimberly Downey

The Personnel Committee met on May 4th, 2021. Those minutes are not yet available.
Next Scheduled Meeting: TBD

Planning Commission: Chairperson; Todd Culver

The Planning Commission met on April 20, 2021. Those minutes are attached.
Next Scheduled Meeting: May 18, 2021

REVIEW AND APPROVAL:

Lori Ross

 Lori Ross
 City Recorder

5/4/2021

Date



City Council Work Session Meeting Minutes March 23, 2021

Mayor: Robert Duncan, Presiding
 Council President: Mike Caughey, Present
 Councilors Present: Robert Boese, Adam Keaton, and Kim Downey
 Councilors Absent: Randy Klemm and Charlotte Thomas
 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 6:33pm

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

NEW BUSINESS

THE MATTER OF PROVIDING WASTEWATER PRESSURE LINES UNDER SLOW TRACKS

STAFF REPORT: Scholz explained what the project entailed and what was asked in the bid packages covered. The project will alleviate the emergency repairs needed and improve the overall functionality of our sewer system where it crosses under the slow speed tracks. It still leaves only one line under the tracks. He contacted other companies for another bore under the tracks at a different location but stopped looking when the estimates reached \$1,000,000 without meeting the core requirements.

- Boese asked how much pressure the lines would need. Scholz stated that they would need 115 psi and could handle 400psi.
- Caughey thanked Scholz for adding the drawings to the packet.
- Keaton **motioned that the contract be awarded to Pacific Underground Co. in the amount of \$134,915.00 for the Sanitary Sewer Overflow Improvement and was seconded by Downey. The City Council voted unanimously to award the contract to Pacific Underground Co, in the amount of \$134,915 for the Sanitary Sewer Overflow Improvement.**

Scholz gave an update of the other projects happening in Harrisburg:

- Waterlines on 6th Street Place - started this week and should be done next week.

March 23, 2021

- Diamond Hill from 7th to 9th Street - will come to council late April after going to bid next month.
- Water Treatment Plant – filtration and onsite chlorination information will be available at the April meeting. Going through phases and chapters of plans to reach 80-90% for submittal. Water Improvement plans will be available in April, so we can get it out to bid early summer. By fall of next year we will have treated water.
 - Caughey asked about well 9. Scholz stated that it will not be built on someone else's property. We have already done test wells and submitted results to the State for approval. We expect to go to bid in the very near future as we are 98% done with the plans.
 - Duncan asked what test have been done. Scholz answered they have done soil test and which aquifer we are tapping.
- Scholz asked to be excused for the rest of the meeting. Mayor approved request.

THE MATTER OF A REQUEST BY THE LIBRARY BOARD TO INSTITUTE A FINE-FREE LIBRARY SYSTEM

STAFF REPORT: Eldridge reminded the City Council that they talked about this request back in 2019 and asked the library board to create a proposal for a fine-free library system. The Library Board is now ready to present the proposal to the City Council starting on page 18 in the agenda packet. Members present are Barney and Hansen along with staff of Palkey, Spangle and Ross. The Library Board pointed out that they are asking to only waive the late fees, not the cost to replace lost or damaged books. If a book is lost or damaged, customers can bring in a comparable priced book or pay for the book. They also stated that there are three (3) libraries in the region who are already fine-free.

- Caughey asked how long patrons can keep a book. The Library Board stated the maximum timeframe is 63 days. Customers get fined 10 cents per day per book after that time or if they fail to renew the book. The late fees are not deterring returning books late. Caughey asked why it is 63 days, because that seems like a long time. The Library Board replied that that was the Library Consortium Policy that they had to follow.
- Ross shared that the \$536 amount in late fees to be forgiven is spread out over 49 patrons. Spangle stated that this is impacting the children the most.
- Caughey asked if there was contact between the library and the customer regarding late fees. Ross said that they receive emails or letters. The new policy will still charge for lost books and stops future checkout until the fees are paid and they will receive notices from the Library.
- Downey said that she spoke with several residents who are concerned about irresponsibility plus the cost to taxpayers to replace books. But it sounds like it will not cost taxpayers to replace books from the regular customers.
- Boese said he likes the idea of removing the fear of fines, especially to kids. The bad part is if non-responsible people take advantage. He suggested doing a trial period, maybe 6 months.
- Keaton asked how the amnesty program worked and if people brought back books during that time. Spangler stated that it seemed like more books came back but they did not track it.
- Caughey recommended that the council approves a six-month trial and keep records on how many books come back. Keaton countered that six-months does not cut it. He proposed a full year.
- Keaton **motioned to approve the fine-free proposal made by the Library Board for one (1) year starting July 1, 2021 with tracking systems and review.**

March 23, 2021

Motion seconded by Downey and the City Council voted unanimously to approve the fine-free proposal made by the Library Board for one (1) year starting July 1, 2021 with tracking systems and review.

THE MATTER OF DISCUSSING POSSIBLE USES OF THE RECENT AMERICAN RESCUE PLAN (ARP) FUNDING

STAFF REPORT: Eldridge noted the City Council that Harrisburg will receive \$794,341 in two payments, one soon and the other half next year. LOC recommended being very transparent on how funds are spent. How do we want to spend the \$397,000 we will receive this upcoming budget year?

- Helping business is a priority. We can set \$100,000 aside to develop some programs.
- Apply \$100,000 to the Storm Drain, Water and Sewer budgets to stop a rate increase.
- The Hart Center requested an additional \$5,000 to make their annual request \$20,000.
- Duncan recommended doing something for citizens who suffered due to unemployment. Duncan stated that there are several unemployment services available even though the PUA (Pandemic Unemployment Assistance) is over, it is possibly coming back. Keaton said it might be hard for the city to do that.
- Keaton suggested adding funds to the HRA loan program. Duncan reminded the Council that they can not use the HRA because it creates a tax break which is not allowed. Eldridge suggested creating a new grant program coping the loan program.
- Downey asked if we could use the funds to put on events and advertise for local businesses. Eldridge said we could.
- Duncan asked if staff could reach out to other cities and find out what they are doing with the funds.
- Keaton said the reason for the grant was to help communities affected by COVID. We should use it to help with major planning documents that we could not do before like updating the Parks Master Plan and the Transportation Plan. Eldridge said that we did receive a separate grant for parks. We can use the ARP funds for the City match.

OTHER ITEMS

- Eldridge reported that Linn County is at the Moderate Covid Level.
- Council personal OGE reports are due April 1st.
- Eldridge is working with Cindy Knox for landscaping on Peoria and Hwy 99. She spoke with the Linn County Road Master about visual clearance. They will focus on the south end entrance next.
- The TMG Grant Pre-Application is in. The main application is due May 3, 2021.

ADJOURN: The City Council adjourned the meeting at the hour of 8:11pm.

Mayor

City Recorder



City Council Business Meeting Minutes April 13, 2021

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

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

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

THE MATTER OF REVIEWING AND APPROVING THE PROPOSED CHANGES TO THE LIBRARY POLICY THAT SUPPORT BECOMING A FINE FREE LIBRARY ON A TRIAL BASIS

STAFF REPORT: Eldridge reviewed the proposed changes to the Library Policy. The Library Staff present is Ross and Spangler. The Library Board wants to eliminate the admin fee of 25% to lost or damaged books. They also want to specify that suspension of library services are proposed to start when fines for lost or damaged books reaches \$20.

- Thomas asked at what point is a book considered lost. Ross replied that patrons have 21 days to renew and can renew another two times. Then 21 days after the final renewal or if the book is not renewed it goes into the lost mode within the system. After another 30 days it is considered lost.
- Keaton asked for clarification that if they lose 1-3 books they can still use the library services. Ross said that was correct as long as they did not go over the \$20 limit.
- Caughey **motioned to approve the Library Policy changes to support the fine free library trial. He was seconded by Keaton. The City Council voted unanimously to approve the Library Policy changes to support the fine free library trial.**

THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO

LCSO REPORT: Sergeant Beth Miller reviewed the last report on the month of March 2021. She highlighted that catalytic converters are still being stolen. It seems like RVs and pick-up trucks are

April 13, 2021

being targeted, probably due to easier access to the undercarriage of the vehicle. LCSO is working with scrap yards, which are supposed to keep records. However, some do not.

- Thomas asked about the wrecks on the bridge. Miller replied that OSP handled the call, so she did not have any information. Thomas stated that she thought there should be more signage about the upcoming construction. Scholz said that the current signage meets ODOT requirements, and an inspector is always on site during active construction. Miller suggested to contact Coburg or Lane County and see if they could place a reader board about the upcoming construction and MPH reduction. Scholz stated there are already two reader boards coming up to the construction site and they are set by federal standards.

THE MATTER OF DISCUSSING AND APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE TRI-COUNTY CHAMBER OF COMMERCE AND THE CITY OF HARRISBURG TO SUPPORT THE ANNUAL SUMMER CONCERT SERIES

STAFF REPORT: Eldridge discussed the MOU between the Tri-County Chamber of Commerce and the City of Harrisburg to support the Annual Summer Concert Series. She pointed out that John Hitt created the original proposal found on page 63 of the agenda packet. The Chamber agreed at that time to take over the Concert Series. She has started working again with the Tri-County Chamber of Commerce after the pause last year due to COVID-19. She has spoken with our attorney to make sure the proposed MOU is appropriate for the current situation and restrictions. If approved the concerts will start-up in July and run through mid-August. The City will help with sponsorship letters and act as a fiduciary for donations.

- Keaton asked if the COVID-19 specific language was necessary. Eldridge said it was not. Keaton suggested removing everything other than the first sentence on the 9th Chamber responsibility item. Amending the MOU to read "9. The Chamber is required to comply with all federal, state, and local laws, codes, regulations and ordinances applicable to the Summer Sounds Concert Series."
- Thomas **motioned to amend the Memorandum of Understanding (MOU) between the Tri-County Chamber of Commerce and the City of Harrisburg regarding the collaborative partnership between the two organizations to support the Annual Summer Concert Series as discussed. She was seconded by Caughey, and the City Council voted unanimously to amend the Memorandum of Understanding (MOU) between the Tri-County Chamber of Commerce and the City of Harrisburg regarding the collaborative partnership between the two organizations to support the Annual Summer Concert Series as discussed.**
- Thomas **motioned to approve the amended Memorandum of Understanding (MOU) between the Tri-County Chamber of Commerce and the City of Harrisburg regarding the collaborative partnership between the two organizations to support the Annual Summer Concert Series. She was seconded by Caughey, and the City Council voted unanimously to approve the amended Memorandum of Understanding (MOU) between the Tri-County Chamber of Commerce and the City of Harrisburg regarding the collaborative partnership between the two organizations to support the Annual Summer Concert Series.**

THE MATTER OF APPROVING A LOCAL GOVERNMENT GRANT PROGRAM AGREEMENT WITH THE OREGON PARKS AND RECREATION DEPARTMENT (OPRD)

STAFF REPORT: Eldridge reported that the City of Harrisburg has received the Parks & Rec. \$40,000 grant. The city has a matching amount of \$25,000. We will use the grant funds to hire a consultant to create our Parks Master Plan. According to our attorney, we can go with McCarthy

April 13, 2021

without going out for other bids. However, another group wants to bid. She asked Council if they wanted to fast start or follow a competitive bid process.

- Keaton asked if we own the feasibility studies that McCarthy completed. Eldridge said that we do, and that is our starting point.
- Thomas asked if we would have to deal with change orders or do they have to do the bid as submitted. Eldridge stated they must do the bid as submitted. Scholz said he did not think that more bids would equal a lower bid and that the bid we have from McCarthy is good. Caughey suggested to do more research on the subject and bring it back during the next meeting.
- Keaton **motioned to approve the Local Government Grant Program Agreement for the Parks Master Plan update. He was seconded by Downey. The City Council voted unanimously to approve the Local Government Grant Program Agreement for the Parks Master Plan update.**

THE MATTER OF DISCUSSION REGARDING THE 4TH OF JULY CELEBRATION

STAFF REPORT: Eldridge said that we are moving forward with having fireworks and a parade. We need to get the message out to residents to stay home for the fireworks, as hopefully they will be high enough to see throughout Harrisburg. Barricades will be put in place down by the riverfront to prevent people from trying to drive down there and possibly injuring a pedestrian. Currently, we are not planning on having bands and vendors. However, if COVID-19 restrictions are lifted, we can always add them back in. The 5K event will happen as normal. Some of the children's events can also happen. We are still working on a parade. ODOT is not allowing parade permits, meaning, we will have to stay off Hwy. 99. There are several other options on local roads. We will also have to keep away from 4th Street due to railroad tracks. The reverse parade is still an option. We have reserved Coburg Police for the 4th of July event. Eldridge asked if we want to use the American Relief Plan (ARP) funds for additional security.

- Thomas asked if we need to police COVID-19 restrictions. Eldridge said we do. Duncan said it was for insurance reasons and for security. Thomas asked if we were concerned about lawsuits. Duncan replied that if we want a parade or fireworks, we need to have the extra security. Thomas asked for clarification on what we are asking and paying security to do. Duncan said to enforce OHA regulations. Eldridge added that our attorney recommends extra security to protect against any insurance claims. Duncan stated that he wants to move forward with parade, and he is willing to do whatever it takes. Thomas said she is okay with the extra security for crowd control, but not with the extra stuff related with COVID-19.
- Eldridge said we are going to talk to local businesses and allow outdoor and sidewalk events and dining. Keaton asked why we were not having vendors. Eldridge replied to keep people from congregating.
- Keaton asked how much funds do we need. Eldridge said she was requesting \$10,000.
- Keaton **motioned to approve the request to use American Relief Plan (ARP) funds, not to exceed \$10,000, on additional security for the upcoming 4th of July Celebration. He was seconded by Downey. The City Council voted unanimously to approve the request to use American Relief Plan (ARP) funds, not to exceed \$10,000, on additional security for the upcoming 4th of July Celebration.**

THE MATTER OF THE MAYOR PROCLAIMING APRIL AS CHILD ABUSE PREVENTION AND AWARENESS MONTH IN HARRISBURG

Council President Mike Caughey read the proclamation found on page 79 of the agenda packet.

THE MATTER OF APPROVING THE CONSENT LIST

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

- **The City Council Minutes for February 9, February 10, February 23, and March 9, 2021**
- **The Payment Approval Report for March 2021**

CITY ADMINISTRATOR VERBAL REPORT

1. Oregon Government Ethics Commission (OGE) deadline is April 15, 2021.
2. The Building/Electrical Permits Assumption Plan has been approved for Junction City and Acela. We are researching costs for Linn County data drops and US Bank fees. We are also working on creating new applications. The cut-off date for Linn County is July 1st, 2021.
3. We are looking at applying for a CBDG Grant and acting as a fiduciary agent for the Mid-Valley Partnership.
4. Mid-Valley Local Emergency Planning Committee (MVLEPC) Function Exercise will be on April 22, 2021 from 8am – 11am. Scholz said that we have already done a tabletop exercise. We will now be doing a virtual simulation of a hazardous leak on a rail car. Next year we will do an actual live functional exercise.
5. We have not hired a new City Recorder yet. Eldridge is going to reorganize job descriptions for a more equal workload.

OTHER ITEMS.

- Downey shared that she had a council member from another city ask if we were meeting in person or still on Zoom. She wanted to thank staff and Council for being wise and actively trouble shooting during the pandemic.
- Duncan asked if the staff was vaccinated for COVID-19. Eldridge said that most are. Everyone that wanted to have been.
- Public Works Update:
 - Scholz said that two (2) pressure lines start tomorrow and should be done in two (2) months.
 - Smith Street is getting asphalt.
 - Macy and Moore Streets are almost complete.
 - Diamond Hill is out for bid next month.
 - The Water Treatment plants will be out for construction bids in the fall.

ADJOURN: At the hour of 8:07pm; the meeting adjourned with no further business.

Mayor

City Recorder

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1206						
1206	Analytical Lab & Consultants	136411	Water Testing	03/16/2021	183.00	51-65-4200
1206	Analytical Lab & Consultants	136412	Water Testing	03/16/2021	237.00	52-65-4200
1206	Analytical Lab & Consultants	136708	Water Testing	03/24/2021	225.00	51-65-4200
1206	Analytical Lab & Consultants	136858	Water Testing	03/29/2021	237.00	52-65-4200
Total 1206:					882.00	
2225						
2225	B & I Hardware & Rental	454194	P/W Misc Supplies.	04/09/2021	30.94	51-65-2400
Total 2225:					30.94	
1212						
1212	Bob Dickman Tire Center	74000542715	PW Vehicle supplies	03/29/2021	62.00	11-44-6000
Total 1212:					62.00	
3068						
3068	BOLI	20-009D	BOLI Prevailing Wage	04/23/2021	250.00	56-60-2300
Total 3068:					250.00	
3693						
3693	Branch Engineering Inc	00015486	Engineering Services	03/24/2021	1,190.00	56-60-2300
3693	Branch Engineering Inc	00015487	Engineering Services	03/24/2021	81,666.01	51-78-8015
3693	Branch Engineering Inc	00015488	Engineering Services	03/24/2021	10,350.00	51-78-8015
3693	Branch Engineering Inc	00015489	Engineering Services	03/24/2021	600.00	51-78-8015
Total 3693:					93,806.01	
3697						
3697	Brewer and Coulombe, PC	501873	Attorney Fees	04/09/2021	437.50	10-42-2700
3697	Brewer and Coulombe, PC	501876	Attorney Fees	04/09/2021	443.90	10-42-2500
Total 3697:					881.40	
2549						
2549	Cascade Columbia Distribution	802665	Misc. P/W Expense	03/24/2021	2,555.80	52-65-4200
2549	Cascade Columbia Distribution	804167	Misc. P/W Expense	04/09/2021	1,090.40	52-65-4000
Total 2549:					3,646.20	
3773						
3773	CenturyLink	220422637	Phone Bill	04/04/2021	.39	10-69-3500
3773	CenturyLink	MARCH 2021	Phone Bill	03/26/2021	42.73	52-65-3500
3773	CenturyLink	MARCH 2021	Phone Bill	03/26/2021	45.38	52-65-3500
3773	CenturyLink	MARCH 2021	Phone Bill	03/26/2021	43.83	51-65-3500
3773	CenturyLink	MARCH 2021	Phone Bill	03/26/2021	40.21	51-65-3500
3773	CenturyLink	MARCH 2021	Phone Bill	03/26/2021	45.38	52-65-3500
3773	CenturyLink	MARCH 2021	Phone Bill	03/26/2021	41.18	52-65-3500
3773	CenturyLink	MARCH 2021	Phone Bill	03/26/2021	45.38	52-65-3500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3773	CenturyLink	MARCH 2021	Phone Bill	03/26/2021	40.21	10-69-3500
3773	CenturyLink	MARCH 2021	Phone Bill	03/26/2021	42.73	52-65-3500
Total 3773:					387.42	
1016						
1016	Cheryl Spangler	409211	Reimbursement	04/09/2021	131.87	24-60-2000
Total 1016:					131.87	
3914						
3914	City of Coburg	2021QTR1	Law Enforcement Services	03/31/2021	6,720.00	10-41-2600
Total 3914:					6,720.00	
2939						
2939	Cobalt Computer Services, Inc.	20147	Computer Service	03/31/2021	862.50	40-65-8015
2939	Cobalt Computer Services, Inc.	20147	Computer Service	03/31/2021	201.25	10-42-2800
2939	Cobalt Computer Services, Inc.	20147	Computer Service	03/31/2021	1,178.75	40-65-8015
2939	Cobalt Computer Services, Inc.	20147	Computer Service	03/31/2021	28.75	51-74-2100
2939	Cobalt Computer Services, Inc.	20172	Computer Service	03/31/2021	246.45	40-65-8015
Total 2939:					2,517.70	
2720						
2720	Comcast	APR 2021 LIB	Internet Service	03/23/2021	146.85	24-60-2525
2720	Comcast	APRIL 2021	Internet Service	04/02/2021	155.11	10-60-2000
2720	Comcast	APRIL 2021 P/	Internet Service	04/01/2021	74.17	51-65-3550
2720	Comcast	APRIL 2021 P/	Internet Service	04/01/2021	74.18	52-65-3550
Total 2720:					450.31	
3681						
3681	Daily Journal of Commerce	744976297	Bid Advertising	02/24/2021	326.70	56-60-2300
Total 3681:					326.70	
3913						
3913	DataBar Inc	250173	W/S Utility Statements	04/14/2021	294.41	51-74-2200
3913	DataBar Inc	250173	W/S Utility Statements	04/14/2021	294.40	52-74-2200
Total 3913:					588.81	
1988						
1988	Delta Sand & Gravel Co.	141359	Misc. P/W Exp	04/01/2021	75.90	10-72-6700
Total 1988:					75.90	
3953						
3953	DJC Oregon	744999034	Construction Bid	03/17/2021	217.80	51-78-8015
3953	DJC Oregon	744999035	Construction Bid	03/17/2021	220.22	51-78-8015
Total 3953:					438.02	
2282						
2282	EARTH20	638203	Bottled Water	03/12/2021	20.29	10-53-2200
2282	EARTH20	733895	Bottled Water	03/26/2021	35.59	10-53-2200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 2282:					55.88	
3939						
3939	Eric Hall Architects, Inc	7058	Architectural Services	03/31/2021	71.25	10-41-4000
Total 3939:					71.25	
1947						
1947	H & J Construction, Inc.	20-009A	Water Project 2019	03/29/2021	78,823.15	51-78-8015
1947	H & J Construction, Inc.	5036	P/W Misc Expense	02/15/2021	360.00	52-65-4600
1947	H & J Construction, Inc.	5038	P/W Misc Expense	02/23/2021	291.33	11-44-6000
1947	H & J Construction, Inc.	5039	P/W Misc Expense	02/23/2021	2,402.61	11-44-6000
1947	H & J Construction, Inc.	5043	Sewer Crossover	03/26/2021	35,200.00	56-60-2300
1947	H & J Construction, Inc.	5045	P/W Misc Expense	04/05/2021	21,587.00	55-60-6050
Total 1947:					138,664.09	
3813						
3813	Harrisburg Harvest Festival Assoc	417211	Donation	04/17/2021	3,000.00	10-53-2900
Total 3813:					3,000.00	
3662						
3662	HFEA	405211	Donation	04/08/2021	3,000.00	10-53-2900
Total 3662:					3,000.00	
1220						
1220	Hurd's Custom Machinery, Inc.	29240	Public Works Supplies	03/01/2021	169.59	52-65-4600
1220	Hurd's Custom Machinery, Inc.	29509	Public Works Supplies	03/26/2021	30.40	52-65-4600
Total 1220:					199.99	
2307						
2307	IIMC	APRIL 2021 C	IIMC Membership Dues	04/13/2021	115.00	10-63-2100
Total 2307:					115.00	
1101						
1101	Ingram Library Services	52080286	Library books	03/24/2021	39.88	24-60-2000
1101	Ingram Library Services	52236203	Library books	04/01/2021	37.45	24-60-2000
1101	Ingram Library Services	52236204	Library books	04/01/2021	26.78	24-60-2000
1101	Ingram Library Services	52236205	Library books	04/01/2021	32.03	24-60-2000
1101	Ingram Library Services	52467502	Library books	04/15/2021	48.64	24-60-2000
1101	Ingram Library Services	52492593	Library books	04/18/2021	22.28	24-60-2000
Total 1101:					207.06	
1221						
1221	Jerry's Home Improvement	83182	Misc Public Works Supplies	03/15/2021	65.96	51-65-2400
1221	Jerry's Home Improvement	85736	Priceboro Park Restroom	03/31/2021	183.00	10-72-6700
Total 1221:					248.96	
3683						
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	39.99	10-53-2000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	89.98	10-53-2200
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	15.97	10-60-2300
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	97.98	10-53-2200
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	25.05	10-53-2200
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	32.95	10-53-2200
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	34.00	10-53-2200
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	14.59	10-53-2200
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	124.00	24-60-3050
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	14.39	24-60-2000
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	28.00	24-60-2000
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	15.99	24-60-2000
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	30.00	24-50-2125
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	45.00	24-50-2125
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	50.00	24-50-2125
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	50.00	24-50-2125
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	295.80	24-70-7400
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	19.41	24-60-2800
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	332.83	51-74-2200
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	332.82	52-74-2200
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	49.00	24-50-2125
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	4.28	51-65-4600
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	4.29	52-65-4600
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	83.88	10-72-4000
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	854.00	52-65-4600
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	114.08	10-72-4000
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	1,553.96	11-43-2000
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	69.99	10-72-4000
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	40.74	52-65-4600
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	854.00	52-65-4600
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	683.80	52-65-4600
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	18.94	11-45-2100
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	179.98	25-65-2000
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	1,438.86	11-43-2000
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	179.98	25-65-2000
3683	Keybank N.A.	MARCH 2021	Misc Credit Card Charges	03/20/2021	188.31	11-43-2000
Total 3683:					8,006.84	
1225						
1225	Linn County Building Dept.	MARCH 2021	Building Permit Fees	04/06/2021	892.71	10-50-2000
Total 1225:					892.71	
2489						
2489	Lori Ross	401211	Reimbursement	04/01/2021	34.99	10-53-2000
Total 2489:					34.99	
1984						
1984	McCrometer, Inc.	549050 RI	P/W Misc. Expense	04/08/2021	638.78	52-65-4600
Total 1984:					638.78	
3894						
3894	Mitel	35891532	Phone Bill	03/01/2021	113.21	52-65-3500
3894	Mitel	35891532	Phone Bill	03/01/2021	113.21	51-65-3500
3894	Mitel	35891532	Phone Bill	03/01/2021	113.22	10-69-3500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3894	Mitel	35891532	Phone Bill	03/01/2021	25.21	24-60-2500
3894	Mitel	36183232	Phone Bill	04/01/2021	25.21	24-60-2500
3894	Mitel	36183232	Phone Bill	04/01/2021	111.15	10-69-3500
3894	Mitel	36183232	Phone Bill	04/01/2021	111.15	51-65-3500
3894	Mitel	36183232	Phone Bill	04/01/2021	111.14	52-65-3500
Total 3894:					723.50	
3873						
3873	NAPA Auto Parts	817-627802	Misc P/W Exp	03/25/2021	43.47	11-45-2100
3873	NAPA Auto Parts	817-627802	Misc P/W Exp	03/25/2021	50.71	51-73-2100
3873	NAPA Auto Parts	817-627802	Misc P/W Exp	03/25/2021	50.71	52-73-2100
Total 3873:					144.89	
2644						
2644	Net Assets	54-202103	Lien Searches	04/01/2021	245.00	10-53-2250
Total 2644:					245.00	
3921						
3921	Northwest Electrical Construction,	4892	Electrical	03/15/2021	822.97	10-72-4000
3921	Northwest Electrical Construction,	4892	Electrical	03/15/2021	1,151.30	52-65-5400
3921	Northwest Electrical Construction,	4902	Electrical	04/12/2021	105.00	52-65-4600
3921	Northwest Electrical Construction,	4902	Electrical	04/12/2021	210.00	52-65-4600
3921	Northwest Electrical Construction,	4902	Electrical	04/12/2021	525.00	51-65-2400
3921	Northwest Electrical Construction,	4902	Electrical	04/12/2021	326.30	51-65-2400
3921	Northwest Electrical Construction,	4902	Electrical	04/12/2021	643.37	10-72-4000
3921	Northwest Electrical Construction,	4902	Electrical	04/12/2021	420.00	10-72-4000
Total 3921:					4,203.94	
1102						
1102	NW Natural Gas Co.	APRIL 2021	Utilities	04/12/2021	24.10	10-69-2000
1102	NW Natural Gas Co.	APRIL 2021 P/	Utilities	04/12/2021	338.87	51-65-2700
1102	NW Natural Gas Co.	APRIL 2021 P	Utilities	04/13/2021	48.48	52-65-2700
Total 1102:					411.45	
1245						
1245	One Call Concepts, Inc.	1030388	Locates	03/31/2021	33.00	51-65-4600
1245	One Call Concepts, Inc.	1030388	Locates	03/31/2021	33.00	52-65-4600
Total 1245:					66.00	
1862						
1862	Oregon DMV	L0020732413	Record Inquiry	03/31/2021	2.45	10-42-2800
Total 1862:					2.45	
3082						
3082	Overhead Door	0222385	Misc P/W Exp	03/29/2021	140.00	51-65-2400
Total 3082:					140.00	
1079						
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	43.39	52-65-2600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	20.41	10-69-2500
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	289.45	10-69-2500
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	34.14	10-69-2500
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	54.89	10-69-2500
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	79.91	10-69-2500
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	807.63	10-69-2500
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	55.04	52-65-2600
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	111.22	52-65-2600
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	1,287.41	52-65-2600
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	53.13	52-65-2600
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	18.14	52-65-2600
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	40.03	52-65-2600
1079	Pacific Power & Light Company	MARCH 2021	Skate Park Exp	04/15/2021	39.74	10-72-6700
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	324.33	25-65-2500
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	25.35	25-65-2500
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	64.19	25-65-2500
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	103.48	10-69-3000
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	63.68	10-69-3000
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	24.51	10-69-3000
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	404.24	10-69-3000
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	63.68	10-69-3000
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	1,039.55	10-69-3000
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	35.31	10-69-3000
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	97.95	10-69-3000
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	183.43	10-69-3000
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	18.29	10-69-3000
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	112.86	10-69-3000
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	37.85	11-44-2000
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	3,425.54	51-65-2600
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	1,000.17	51-65-2600
1079	Pacific Power & Light Company	MARCH 2021	UTILITIES	04/15/2021	211.91	51-65-2600
Total 1079:					10,170.85	
3955						
3955	Pacific Underground Co.	20-009D	Engineering	04/26/2021	68,242.77	56-60-2300
Total 3955:					68,242.77	
1814						
1814	Peterson CAT	SW290067352	Public Works Supplies	04/21/2021	336.93	51-65-2500
1814	Peterson CAT	SW290067352	Public Works Supplies	04/21/2021	336.92	52-65-2500
Total 1814:					673.85	
1657						
1657	Rexius	749182	Misc P/W Exp	04/01/2021	300.00	10-72-6700
Total 1657:					300.00	
3954						
3954	Shawntae Paschall	04272021	Rental MC Refund	04/27/2021	200.00	10-37-4000
Total 3954:					200.00	
2364						
2364	Stan's Auto Upholstery, Inc.	98078	Misc. P/W Expense	03/09/2021	99.00	11-45-2100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
2364	Stan's Auto Upholstery, Inc.	98078	Misc. P/W Expense	03/09/2021	115.50	51-73-2100
2364	Stan's Auto Upholstery, Inc.	98078	Misc. P/W Expense	03/09/2021	115.50	52-73-2100
Total 2364:					330.00	
2927						
2927	Staples Business Advantage	3473039476	Office Supplies	03/27/2021	10.24	10-60-2300
2927	Staples Business Advantage	3473039476	Office Supplies	03/27/2021	10.24	51-74-2400
2927	Staples Business Advantage	3473039476	Office Supplies	03/27/2021	10.24	52-74-2400
2927	Staples Business Advantage	3473039481	Office Supplies	03/27/2021	2.99	10-60-2300
2927	Staples Business Advantage	3473039481	Office Supplies	03/27/2021	2.99	51-74-2400
2927	Staples Business Advantage	3473039481	Office Supplies	03/27/2021	2.98	52-74-2400
2927	Staples Business Advantage	3473643997	Office Supplies	04/02/2021	4.72	10-60-2300
2927	Staples Business Advantage	3473643997	Office Supplies	04/02/2021	4.72	51-74-2400
2927	Staples Business Advantage	3473643997	Office Supplies	04/02/2021	4.71	52-74-2400
Total 2927:					53.83	
1144						
1144	Suzan Jackson	202	Janitor Services	03/31/2021	599.17	10-72-4100
1144	Suzan Jackson	202	Janitor Services	03/31/2021	375.83	10-72-4100
Total 1144:					975.00	
3243						
3243	Synergy Security Solutions	10718	Water Plant Security Maintenance	04/13/2021	241.00	51-65-2400
3243	Synergy Security Solutions	10769	Water Plant Security Maintenance	04/19/2021	185.00	51-65-2400
Total 3243:					426.00	
2052						
2052	Tri-County	APRIL 2021	Annual Contribution	04/19/2021	1,000.00	23-70-3000
Total 2052:					1,000.00	
3663						
3663	Water & Sewer Deposit Refund	#11604.12	Utility Billing Overpayment	03/31/2021	18.00	01-1075
3663	Water & Sewer Deposit Refund	#264.09	Utility Billing Overpayment	04/02/2021	88.92	01-1075
3663	Water & Sewer Deposit Refund	#341.07A	Utility Billing Overpayment	04/26/2021	58.43	01-1075
3663	Water & Sewer Deposit Refund	#496.09	W/S Deposit Refund	04/02/2021	50.00	51-2120
3663	Water & Sewer Deposit Refund	#496.09	W/S Deposit Refund	04/02/2021	50.00	52-2120
3663	Water & Sewer Deposit Refund	#507.12	Utility Billing Overpayment	04/20/2021	45.72	01-1075
3663	Water & Sewer Deposit Refund	#801.13	Utility Billing Overpayment	03/31/2021	100.70	01-1075
Total 3663:					411.77	
1239						
1239	WECO	CP-00148687	PW Gas Exp	03/31/2021	384.26	11-45-2000
1239	WECO	CP-00148687	PW Gas Exp	03/31/2021	448.31	51-73-2000
1239	WECO	CP-00148687	PW Gas Exp	03/31/2021	448.30	52-73-2000
Total 1239:					1,280.87	
Grand Totals:					356,333.00	

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

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.



Planning Commission Meeting Minutes April 20, 2021

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

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

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

APPROVAL OF MINUTES

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

PUBLIC HEARING

THE MATTER OF THE SIMS APPLICATION FOR A VARIANCE REQUEST FOR PROPERTY LOCATED ON TAX LOT 10300 OF 15S04W16AA.

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

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

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

Culver stated that he had Ex Parte contacts with the previous owner. He attended church with him over two (2) years ago and discussed the property briefly. He informed the owner to contact City Hall with any questions. Culver noted that the contact would not influence his decision either way. **There were no rebuttals in relation to Conflicts of Interest, or Ex Parte Contacts.**

March 16, 2021

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

STAFF REPORT: Eldridge gave a brief background of the property noting that it is a small 5,000 ft² lot that was grandfathered into the current ordinances. It does not meet the lot requirements for building a dwelling. The property owner has requested a variance. The lot and situation meet all five (5) conditions for granting a variance.

The City of Harrisburg received written public testimony from Charles and Diane Alton as seen on pages 21-22 of the agenda packet. The letter cited ORS 227.190 regarding Solar Access Easements. Eldridge pointed out that this is a State Ordinance not a Harrisburg Ordinance. The Planning Commission could add a condition of solar easement. However, she stated that is the Planning Commission does not allow the condition, with both parties agreeing, either party can appeal to the City Council.

- Culver stated that he had never heard of this ORS or mandates for Solar Energy Easements, meaning we have no guidance. Eldridge also noted that as seen in the language, it is a recommendation and not a mandate.
- Wullenwaber asked if this meant that we could tell someone to only build a one (1) story home. Eldridge said that yes, according to the ORS, but only on new construction, not existing dwellings.
- Moritz noted that we do not know if anyone is building a one (1) or two (2) story dwelling until it is built. Eldridge agreed that he was correct.

APPLICANTS TESTIMONY: Applicant Kevin Sims addressed the Planning Commission. He reviewed his application and added that he wants to help beautify the area and add character and landscaping. He is aware that his neighbor is requesting a Solar Easement. If the easement is granted as a condition, it will limit the height of any building to 15 feet on over half of the property and encroaches on the next property too. He was the previous owner of the church and sold it to the person requesting the Solar Easement. He did offer to sell the lot to his neighbor before putting it on the market. He pointed out that the solar panels are not currently installed. The Altons own a larger lot and could place the panels elsewhere on the lot. He requested that the Planning Commission accept his request without the additional Solar Easement Condition.

- Kayner asked Sims when he offered to sell the lot to his neighbors. Sims replied that it was about 60 days ago.
- Wullenwaber wanted to clarify that there are no solar panels on the neighbor's property right now. Sims said there were not.
- Culver asked if he was going to personally build on the property. Sims said he was just getting the lot ready to sell and wanted to make sure the variance was done beforehand.

TESTIMONY IN FAVOR, IN OPPOSITION, AND NEUTRAL TESTIMONY WAS ASKED FOR.

In Favor:

None given.

March 16, 2021

In Opposition:

Diane Alton of Harrisburg read her written testimony. She added that 38 States currently have Solar Easement Legislation and that homes of the future will have more solar panels and solar walls. She is not against the applicant developing a home on his property. The purpose of the Solar Easement is to protect access to solar usage in the future. They do not have the solar panels yet due to the Pandemic.

- Kayner asked why she was asking for the easement now, why not be proactive and come earlier. Alton said that she has no other option than to act now. Wullenwaber said that she does have other options. There are other locations on her property because you have not already installed the solar panels. Alton pointed out that according to the easement she would have a twelve (12) month window, if the panels are not in place, then the easement is void.
- Culver stated that ORS 227.190 was an Oregon State Ordinance. It is up to the City Council to adopt it as a Harrisburg Ordinance, not the Planning Commission. We must look and then act on what Ordinances we already have in place in Harrisburg. If we deny the condition, then the Altons can appeal to the City Council. Kayner added that we have guidelines that we must follow. We take direction from the City Council. If the result of our decision is not what you want, then you would appeal and go before City Council. Culver agreed, it must go to City Council. At this point we can do nothing.
- Alton asked how long the appeal process takes. Eldridge said that if the Planning Commission decided to not give the easement, the appeal would go to the City Council to have the decision overturned. The timeline would be dependent on when the City Council could hear the appeal.
- Kayner asked if she had talked to the applicant about this before coming to the Planning Commission. Alton said that once the applicant sells the property, it is out of his control and the new owner could build anything.
- Jackson asked when they purchased the church property. Alton responded that they bought it in 2018.

Neutral:

- None given.

No rebuttal of testimony or additional questions for the public.**The public hearing was closed at the hour of 7:43 pm.**

- Wullenwaber stated that there are currently no panels, and a Solar Easement is not in our code. It should go to the City Council as an appeal. He drove by the property and there are other placement options in their yard.
- Moritz wanted to clarify that this is for new construction only, not old construction. Eldridge said that there is nothing in the code to address this. If we get this code added, the easement could not be added to current dwellings. Jackson added that she was somewhat familiar with solar easements. It is for new construction only.
- Kayner **motioned to approve with conditions as proposed application LU 427-2021 subject to and based on the findings of deliberations of the Planning Commission. She was seconded by Wullenwaber. The Planning Commission**

March 16, 2021

then voted unanimously to approve with conditions as proposed application LU 427-2021 subject to and based on the findings of deliberations of the Planning Commission.

OTHERS

- Kevin Reed is working with Tim Walters. They are looking at being 2-years out on manufactured homes. There are people 55+ who have lost homes in the fires. He wanted to know if it was possible for them to live on the lots until the homes arrived in RVs. The emergency clause passed by City Council does allow for people to live on in RVs on resident's property if they are directly affected by wildfire. Staff will need to talk to the City Council, State agencies and other regulatory agencies before moving forward.
- We have not received a plot plan for Woodhill Crossing. The owner changed engineering firms. He has until the May meeting to request and extension from the Planning Commission.
- John Hitt will be back for the May meeting with more Code Amendments.

With no further discussion, the meeting was adjourned at the hour of 8:01 pm.

Chairperson

City Recorder



Library Board Meeting Minutes March 11, 2021

Chairperson: Cassandra Barney, Presiding

Board Members Present: Jayne Detering, Anita McClure, and Desri Hansen

Board Members Absent: Violet Stone

Staff Members Present: City Administrator Michele Eldridge, Library Supervisor Lori Ross, and Librarians Cheryl Spangler & Mandy Pelkey

Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

CALL TO ORDER AND ROLL CALL at the hour of 6:04pm.

CONCERNED CITIZEN(S) IN THE AUDIENCE. None

APPROVAL OF MINUTES

MOTION TO APPROVE THE MINUTES OF JANUARY 14, 2021

- Hansen motioned to approve the minutes, seconded by Detering, and the Library Board voted unanimously to Approve the Minutes of January 14, 2021.

OLD BUSINESS

THE MATTER OF FINALIZING A PROPOSAL FOR THE CITY COUNCIL REQUESTING THE LIBRARY BECOME A FINE FREE LIBRARY.

STAFF REPORT: Ross summarized the staff report, and noted that with an auto renewal, did the Board want that to be renewed by staff, or by the patron. A book would be out for 63 days, plus another 14 before it's considered lost. That's quite a long time. None of the other libraries allow auto renewals, patrons either do it themselves, or contacts the Library.

The Board discussed this for some time. Ross noted that email is one of the best ways to communicate overdue books, or potentially lost ones. Spangler said that they generally respond to letters; but said after being questioned, that yes, sending letters doesn't necessarily mean that they will open them on time. *The Board decided to get rid of the auto renewal function.* Barney said that if an item isn't returned, then on the 30th day after the last due date, the item will be marked as lost. Hansen added that if they renewed twice, and it becomes lost, they still have 30 days to find it. Ross said yes, and at that

March 11, 2021

point, it's when the Library will likely order a replacement book. That will be charged a fine. Spangler said that if they tell us that they are getting a replacement book, then can they check out another? Ross said that charging a lost book after 35 days gone is ok, but 90 days for the period isn't ok. We need a procedure. Barney said that within 30 days after it's lost then, the fee will be charged. If they turn in a book, the fee is cleared. If they can check out materials until they amass \$20 in fines, then it gives you leeway. *The Board agreed in a consensus that they were fine with this change to the policy.*

The Board reiterated in conversation that they would get rid of overdue fines, whether it's turned in or not. Ross added that it's not a daily fee. Barney said correct, it's a one-time fee for the lost book. Detering asked for clarification, because we just had the \$20 fine discussion. Barney told her that the majority of patrons don't lose the books. It's just really late. If it's returned in 93 days, it's late, but it isn't fined. Ross agreed, and said if it's marked as lost, and it's returned, then the fines are wiped out. Barney wanted confirmation that we will continue fining for lost or damaged books; correct? Ross said not a daily fee, but if they don't find the book, then yes, they will be fined for the valuation. She felt that \$20 is a good amount. She also asked about the administrative fee. Some libraries didn't charge this. The fee may pay for replacing the book to our collection, but it doesn't cover the cost of all the work. Some Libraries also pay large amounts for this, like a \$5 minimum fee. Barney wanted to eliminate that fee, and the **Library Board agreed**. Librarians felt that they have time to replace the book during regular hours, and it should be counted as a regular part of their job.

Barney noted **everyone seemed to be ok with all the changes**, so if you have changes you want to suggest; please send them by this weekend so Michele can get them on Monday following. (**Please see the motion approving the recommendation below**)

THE MATTER OF... REVIEW AND APPROVE THE PROPOSED CHANGES TO THE LIBRARY POLICY TO SUPPORT BECOMING A FINE FREE LIBRARY.

STAFF REPORT: Ross briefly reviewed the summary and thought Cassie had done a good job on this document. She'd like to change the DVD check out times to one week. After discussion, the Board decided to allow a 7-day loan and renewing only if there isn't a waiting list on the DVD. In addition, they decided that materials can be renewed online, by calling the Library, via email, or in person. Ross said that there is the administrative fee, which the Board has agreed that they want to remove. We've already agreed on the \$20 charge as being the limit to which someone can't check out materials. Pelkey noted that the charge for a lost item is the valuation of the book. We also don't collect now for overdue books for other libraries.

- Barney then **motioned to recommend the approved library policy changes to be presented to City Council at the March 23, 2021 work session, and was seconded** by McClure. **The Library Board then voted unanimously to recommend the proposed changes to the City Council at the next Council meeting.**
- Eldridge reminded the Board that they had provided a consensus for the first item on the agenda, but it needed to be a motion.
- Detering then **motioned to recommend the Approved Library Fine-Free Proposal to be Presented to the City Council at the March 23, 2021 Work Session. She was seconded** by Barney, and the **Library Board voted unanimously to recommend the Library Proposal, as discussed.**

March 11, 2021

NEW BUSINESS**THE MATTER OF DISCUSSING 2021 LIBRARY SUMMER PROGRAMS**

STAFF REPORT: Ross reviewed the two programs being recommended by staff and answered in-depth questions about the both the Magic Tails program, and Marty Pants workshop. Spangler asked if they could access the magic lessons through the whole summer, and Ross told her yes, except for the magic show, which is limited to a week. Both programs are good for social distancing, and we are buying small cushions that the kids can sit on, and that are set out with the distancing we are required to use. Barney really liked the To-Go bags that they are creating with packaged crafts the kids can do at home.

OTHER: Ross said on the week of the 22nd, that we can set up orientation for Hansen, since she will be running a program. Spangler asked about McClure's Caregiver's class, and McClure said that she's tired of planning it, and if we can move ahead, she wants to do it. It's been frustrating to wait out the pandemic. Her partner deals with dementia; another person has died, and her son-in-law also died. They have people who need this group. Barney wanted to move ahead if we can.

McClure then left the meeting at 7:29pm. Barney was enthused by the work they had done and hoped we could move ahead with everything.

ADJOURN at 7:31 pm.



Library Board Meeting Minutes April 01, 2021

Chairperson: Cassandra Barney; Presiding

Board Members Present: Jayne Detering, Desri Hansen and Anita McClure

Absent Board Members: Violet Stone

Staff Members Present: Library Supervisor Lori Ross, and Librarians Cheryl Spangler and Mandy Pelkey

Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

CALL TO ORDER AND ROLL CALL at 6:07PM

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

APPROVAL OF MINUTES: None to approve.

THE MATTER OF THE LIBRARY BOARD AND STAFF DISCUSSING WAYS TO ADVERTISE FOR OUR "FINE FREE TRIAL PERIOD" STARTING JULY 1, 2021.

- Barney updated board members with the outcome of the last City Council Meeting and the approval of the fine free trial periods. Only discussion on agenda is ways to advertise for our fine free trial period starting July 1st.
- Ross asked between now and July 1st, how are we going to get the word out there for our residents about the fine free program. By doing so, our hope is to get more patrons to visit the library. She stated ways we can are City website, reader board, Facebook; bulletin boards, signs for City Hall, the Library and HMC,

McClure suggested using the reader board and the Tri-County Tribune. She asked what is the cost associated for advertising? Staff to investigate. Pelkey mentioned having a 4th of July float and advertise there. Desi mentioned the Next-Door app. Barney asked about advertising at concerts this year. Movies? Are we having them? We could have someone speak about the program and invite them to visit the Library. Hansen asked if they could say something in the water bill? Ross told her yes. We advertise monthly in the utility bill on the back page. She

April 01, 2021

encouraged board members, who are residents to look at going forward. She stated there is always something in there about the Library. McClure mentioned the Mobile Home Parks and to send something to the managers. She said to speak with managers and have the managers deliver a flyer. Pelkey suggested making flyers for businesses. Spangler mentioned the coffee shops and taking flyers to the school for handing out to the kids.

- Ross asked if we should make some yard signs like what we used for the amnesty program. *The Board agreed with that suggestion.*

Other Discussions:

Questions about the City Council Decision.

- McClure asked if we were just trying it for a year.
- Ross informed her yes. We would speak about the terms of the approval at the next Library Board meeting.
- Pelkey said we do get a report showing how many books and late books we have. Pelkey said she would forward those to Ross.

Hansen asked what is the average time a book is out? She stated that she felt City Council was a concerned with the length of time. Ross clarified the time frame with the Board for checking out materials and how long it takes before a book becomes lost. Hansen asked how many books can be checked out? She thought it might work better and Council might like it to have a lower limit per person. Issue cards per person and not per family. Pelkey-stated that youth accounts limit out at 3 books.

Michele entered the meeting at 6:34pm.

The Board asked Michele if there was going to be a parade. Michele stated that they are doing fireworks and not having food vendors. They are focusing on local businesses for food. They are not sure about the parade yet. If we cannot have a regular parade, we will have a reverse parade.

Library Programs Discussions:

Barney mentioned the Summer reading program. Gear it towards the entire community and not just 18 and under. She stated that Corvallis offers free materials all summer long as part of their program. Ross said that she did not think we would be able to afford that. Pelkey thought we could do a drawing for the adults. Barney said that when we start story time again, we can hand out flyers. Ross stated that we are hoping to start again soon, COVID permitting if we drop into the low category. Board spoke briefly about restarting Lego club also. Ross stated that program would most likely not be starting soon due to not being able to hold it in the Municipal Center because it is led by staff on a Saturday when the Library is open. The Library does not have the capacity. Words were spoken about missing Barney for our story time programs. Barney and staff gave Hansen words of encouragement and said she will make it her own.

ADJOURN: Library Board adjourned the meeting at the hour of 6:37pm