



City Council Business Meeting Agenda
August 09, 2022
6:30 PM

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

PUBLIC NOTICES:

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

ORDINANCES

- 1. THE MATTER OF APPROVING ORDINANCE NO. 986, “AN ORDINANCE ADOPTING HMC 13.30 SURFACE/STORM WATER REGULATIONS IN THE CITY OF HARRISBURG”**

STAFF REPORT:

Exhibit A: Proposed Ordinance No. 986

ACTION: MOTION TO APPROVE ORDINANCE NO. 986, “AN ORDINANCE ADOPTING HMC 13.30 SURFACE/STORM WATER REGULATIONS IN THE CITY OF HARRISBURG”

NEW BUSINESS

- 2. THE MATTER OF APPROVING OUT OF STATE TRAVEL FOR THE CITY ADMINISTRATOR AND MOVING THE CITY COUNCIL BUSINESS MEETING TO SEPTEMBER 6, 2022**

STAFF REPORT:

Exhibit A: NW Economic Development Course Information

ACTION: MOTION TO APPROVE THE OUT OF STATE TRAVEL FOR THE CITY ADMINISTRATOR.

APPROVAL WILL ALLOW THE CITY ADMINISTRATOR TO ATTEND THE NW ECONOMIC DEVELOPMENT COURSE IN OLYMPIA, WASHINGTON, AS WELL AS MOVE THE CITY COUNCIL BUSINESS MEETING TO THE EVENING OF TUESDAY, SEPTEMBER 6, 2022.

- 3. THE MATTER OF A PRESENTATION OF THE REAL (RURAL ECONOMIC ALLIANCE) WEBSITE**

STAFF REPORT:

Exhibit A: None

ACTION: NONE REQUIRED

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.

4. THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: Harrisburg City Council Minutes for May 24, 2022

and June 14, 2022

Exhibit B: Payment Approval Report for July 2022

Exhibit C: Municipal Court Collection Report July 2022

Exhibit D: Municipal Court Citation Report July 2022

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

Harrisburg City Council Minutes for May 24, 2022

and June 14, 2022

The Payment Approval Report for July 2022

VERBAL REPORT: Discussions below should be limited to five minutes of conversation per topic. Topics of interest that require more than five minutes of conversation, should be moved to a future meeting where possible.

1. **Vincent Ferris-1070 S 6th St**
2. **Zoning & Development Code-Public Hearing August 23, 2022**
3. **SRO for School District**
4. **Hayden Homes- 930 Sommerville Loop**
5. **S 9th St Extension**

OTHER ITEMS

ADJOURN

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING ORDINANCE NO. 986, “AN ORDINANCE ADOPTING HMC 13.30 SURFACE/STORM WATER REGULATIONS IN THE CITY OF HARRISBURG”

STAFF REPORT:

Exhibit A: Proposed Ordinance No. 986

ACTION: MOTION TO APPROVE ORDINANCE NO. 986, “AN ORDINANCE ADOPTING HMC 13.30 SURFACE/STORM WATER REGULATIONS IN THE CITY OF HARRISBURG”

THIS AGENDA BILL IS DESTINED FOR: Agenda – August 9, 2022

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

STAFF RECOMMENDATION:
Staff recommends Council Approve Ordinance No. 986

BACKGROUND INFORMATION:

The Public Works Director has shared with the City Council that the City has been steadily working on the update to the TMDL (Total Maximum Daily Load) Stormwater matrix and report. Part of the TMDL requirement is that the City have its own stormwater regulations. As such, the PW Director has provided us with code that meets those requirements, as shown in the proposed ordinance in **Exhibit A**. The DEQ (Department of Environmental Quality) does not have any model code in relation to stormwater. Therefore, code is largely based on that provided by the City of Albany, who has more stringent requirements than the City of Harrisburg.

This is code new to our City, and Staff also wanted to make sure that the code integrated well with the city’s requirements in relation to the violation and abatement process. Therefore, Staff had our legal counsel review the ordinance. Catherine Pratt, our Deputy City Attorney, has been assisting other cities with their ordinances as well. As such, she added in more definitions, and a much tougher segment of violations and abatements procedures. This section was beefed up in relation to the fact that the City could be sued by the state for violations, in addition to DEQ’s preference of levels of

violations, rather than a one size fits all type of option. Section 13.30.060(3) and (4) are example of this. Section 13.30.060(4) was added by Catherine in order to more harshly punish intentional action, as opposed to accidental or negligent action. She noted that the City Council could elect that section 3 be a misdemeanor as well, rather than a violation. A violation is an offense that is punishable with a fine and no jail time, while a misdemeanor can be punishable by either a fine, jail time, or both.

The PW Director will share more information in relation to the City's TMDL requirements at this meeting.

REVIEW AND APPROVAL:

Michele Eldridge 08/04/22
Michele Eldridge Date
City Administrator

ORDINANCE NO. 986

AN ORDINANCE ADOPTING HMC 13.30 SURFACE/STORM WATER REGULATIONS IN THE CITY OF HARRISBURG

WHEREAS, the City of Harrisburg does not currently have specific storm water regulations other than currently being addressed in HMC 15.05 Building Codes; and,

WHEREAS, the State of Oregon through the Department of Environmental Quality is requiring all cities to have storm water regulations in relation to TMDL requirements,

NOW, THEREFORE, The City Council of the City of Harrisburg does hereby ordain as follows:

Section 1. HMC 13.30 Surface/Storm Water Ordinance, defining TMDL regulations is hereby adopted, as shown in Exhibit A.

Section 2. Effective Date.

PASSED BY THE COUNCIL: _____

APPROVED BY THE MAYOR: _____

EFFECTIVE DATE: _____

Mayor Robert C. Duncan

ATTEST:

Lori Ross, City Recorder

Exhibit A

Chapter 13.30
Surface / Storm Water

Sections:

- 13.30.010** Intent and purpose.
- 13.30.020** Definitions.
- 13.30.030** Applicability.
- 13.30.040** Responsibility
- 13.30.050** Severability
- 13.30.060** Ultimate responsibility of the discharger
- 13.30.070** Relation to other laws
- 13.30.080** Requirement to prevent, control, and reduce stormwater pollutants by the use of best management practices.
- 13.30.090** Prohibited discharges
- 13.30.100** Prohibition of illicit connections
- 13.30.110** Watercourse protection
- 13.30.120** Discharges in violation of industrial or construction activity NPDES stormwater discharge permit.
- 13.30.130** Notification of spills.
- 13.30.140** Requirement to eliminate illegal discharges.
- 13.30.150** Requirement to eliminate illicit connections.
- 13.30.160** Requirement to monitor and analyze.
- 13.30.170** Right of entry – Inspection, testing and sampling.
- 13.30.180** Permits required.

- 13.30.190** Approval of drawings.
- 13.30.200** Construction to conform to standards.
- 13.30.210** Inspection, approval of construction.
- 13.30.220** Extension of stormwater systems.
- 13.30.230** Tapping of manholes.
- 13.30.240** Grading.
- 13.30.250** Transfer of landscaping responsibility to City.
- 13.30.260** Private stormwater facilities operation and maintenance agreements required.
- 13.30.270** Completion of construction.
- 13.30.270** Violations.
- 13.30.290** Notices deemed received.
- 13.30.300** Emergency suspension of municipal stormwater system access.
- 13.30.310** Warning notice.
- 13.30.320** Notice of violation.
- 13.30.330** Suspension and revocation.
- 13.30.340** Stop work order.
- 13.30.350** Violations deemed a public nuisance.
- 13.30.360** Penalties.
- 13.30.370** Appeal.
- 13.30.380** Remedies not exclusive.

13.30.010 Intent and purpose.

The intent and purpose of this title is to enable the City of Harrisburg to comply with applicable State and Federal laws; to provide for the effective management of stormwater to protect the health, safety, and general welfare of the citizens of the City of Harrisburg; to protect the health and safety of City employees working in the stormwater system; to facilitate the orderly development and extension of the stormwater system; to protect and enhance the water quality and natural functions of watercourses and water bodies through the regulation of stormwater; to set forth uniform requirements for direct and indirect contributors to the stormwater system; and to help meet the City of Harrisburg’s environmental stewardship responsibilities.

13.30.020 Definitions.

(1) “Agricultural activity” means private or commercial activities directly engaged in the production of nursery stock, sod, fruits, vegetables, forages, cover crops, field crops (grain, corn, oats, beans, etc.), timber, and livestock, or other related activities determined by the Director to conform to this definition; but shall not include construction or other activities for structures associated with agricultural activities.

(2) “Best Management Practices (BMPs)” means schedules of activities; prohibitions of deleterious practices; general good housekeeping practices; physical, structural, or chemical interventions; pollution prevention and educational activities; maintenance activities; and other management practices that prevent or minimize to the greatest extent practicable the discharge of pollutants directly or indirectly to public rights-of-way, the municipal stormwater system, receiving waters, or waters of the state.

(3) “Clean Water Act” means the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq., 86 Stat. 816, Pub. L. 92-500) and any subsequent amendments thereto.

(4) “Construction activity” means ground disturbing activities whether or not a permit is required, or activities related to any land development or construction project including but not limited to clearing and grubbing, grading, excavating, building, and demolition.

(5) “Director” means the person designated by the City Administrator to supervise the Public Works Department and who is charged with certain duties and responsibilities by this title, or the duly authorized representative.

(6) “Discharger” means any person who discharges or causes to be discharged any pollutant onto public rights-of-way or into the municipal stormwater system, receiving waters, or waters of the state.

(7) “Hazardous materials” means any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical,

or infectious characteristics may cause or significantly contribute to a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

(8) "Illicit discharge" means any direct or indirect non-stormwater discharge to the municipal stormwater system, receiving waters, or waters of the state, except as exempted by HMC 13.30.090(2).

(9) "Illicit connection" is defined as either of the following:

(a) Any drain or conveyance, whether on the surface or subsurface, that allows or has the potential to allow an illicit discharge to enter the stormwater system including, but not limited to, any conveyances that allow any non-stormwater discharge including sewage, process wastewater, and wash water to enter the stormwater system and any connections to the stormwater system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by a government agency; or

(b) Any pipe, open channel, drain, or conveyance connected from a commercial or industrial land use to the stormwater system that has not been documented in drawings, maps, or equivalent records and approved by the City.

(10) "Industrial Activity" means any activity subject to National Pollutant Discharge Elimination System (NPDES) Industrial Permits as defined in 40 C.F.R. § 122.26 (b)(14), or any activity of, relating to, or resulting from industry.

(11) "Industrial Waste" means any solid, liquid, or gaseous waste resulting from any industrial, manufacturing, trade, health service, educational institution, business, laboratory, research establishments or facility, or from the development, recovery, or processing of natural resources, any non-domestic waste, excluding domestic waste.

(12) "Intentionally" means acting with a conscious objective to cause the result or engage in the conduct described. Knowingly means acting with an awareness that the conduct of the person is of a nature described or that a circumstance so described exists.

(13) "Land-disturbing activity" means any activity that exposes the soil to erosion.

(14) "National Pollutant Discharge Elimination System (NPDES) stormwater discharge permit" means a permit issued by the Environmental Protection Agency or the State of Oregon that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

(15) "Negligently" means the failure to use reasonable care through one's action or inaction. A person is negligent if they fail to act as an ordinarily prudent person would act under the circumstances.

(16) "New development" means a project that creates and/or expands the area of impervious surfaces, including, but not limited to:

(a) Structural development, including construction of a new building or other structure.

(b) Expansion or alterations of an existing structure that results in an increase in the area of impervious surfaces.

(c) Construction of new parking lots, roads, alleys, pathways, and other impervious surfaces; and expansion or alterations of parking lots, roads, alleys, pathways, and other impervious surfaces that results in an increase in the area of impervious surfaces.

(17) "Nonpoint source" means any source of water pollution that is not associated with point sources. Generally, a nonpoint source is a diffuse or unconfined source of pollution that can either enter into or be conveyed by the movement of water into the municipal stormwater system, receiving waters, or waters of the state. Nonpoint sources may enter a discrete conveyance system and become a point source.

(18) "Non-stormwater discharge" means any discharge to the stormwater system that is not composed entirely of stormwater.

(19) "Person" means any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity, or their legal representatives, agents, or assigns.

(20) "Point source" means any discernible, confined, and discrete conveyance, including but not limited to pipes, ditches, channels, tunnels, or conduits, from which pollutants are or may be discharged to a receiving water(s).

(21) "Pollutant" means anything which causes or contributes to pollution. Pollutants may include, but are not limited to: industrial, municipal, and agricultural wastes; paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects and accumulations, so that same may cause or contribute to pollution; sediments; floatables; rock; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; gray water; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; heat; and noxious or offensive matter of any kind.

(22) "Pollution" means the contamination or other alteration of any water's physical, chemical or biological properties by the addition of any constituent and includes, but is not limited to, a change in temperature, color, turbidity, taste or odor of such waters, or the discharge of any liquid, gaseous, solid, radioactive, or other substance into any such waters as will or is likely to create a nuisance or render such waters harmful, detrimental

or injurious to the public health, safety, welfare or environment, or to domestic, commercial, industrial, agricultural, recreational or other legitimate beneficial uses, or to animals, birds, fish or other aquatic life..

(23) “Premises” means any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

(24) “Responsible Party” means the property owner or person authorized to act on the owner's behalf; or any person allowing, causing, or contributing to a violation of this Chapter.

(25) “Stormwater system” means any watercourse or facility by which stormwater is collected and/or conveyed, including but not limited to any roads with drainage systems or ditches, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

(26) “Stormwater or Stormwater Runoff” means that portion of precipitation that does not naturally percolate into the ground or evaporate, but flows via overland flow, interflow, channels, or pipes into a defined surface water channel or a constructed infiltration facility.

(27) “TMDL” or “DEQ” State rules governed by Department of Environmental Quality (DEQ) governing the Total Mass Daily Load (TMDL) of the receiving waters.

(28) “Toxic” means any substance or combination of substances listed as toxic in regulations promulgated by the Environmental Protection Agency in Section 307(a)(1) of the Clean Water Act or Title III Section 313 of the Superfund Amendments and Reauthorization Act.

(29) “Vegetated post-construction stormwater quality facility” means a post-construction stormwater quality facility wherein the primary means of stormwater treatment is by filtration through soil and plant material. This may also be referred to as a low-impact development (LID) facility, or “swale”.

(30) “Water or waters of the state” means the current definition under OAR 340-041-0001.

(31) “Waters of the U.S.” means the current definition under 40 C.F.R. § 120.2.

(32) “Watercourse” means a channel in which a flow of water occurs, either continuously or intermittently, and, if the latter, with some degree of regularity. Watercourses may be either natural or artificial.

13.30.030 Applicability.

This title shall apply to all water entering the stormwater system generated on any developed and undeveloped lands unless explicitly exempted by HMC 13.30.090. This Chapter will apply to all residential, commercial, industrial, agricultural, recreational, and civic uses.

13.30.040 Responsibility.

The City Administrator is authorized to administer, implement, and enforce the provisions of this title. Any powers granted or duties imposed upon the Director are also conferred upon those persons tasked by the Director to administer, implement, and enforce the provisions of this title.

13.30.050 Severability.

The provisions of this title are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this title or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this title.

13.30.060 Ultimate responsibility of the discharger.

The standards set forth herein and promulgated pursuant to this title are minimum standards; therefore, this title does not intend or imply that compliance by any person will ensure that there will be no contamination, pollution, or unauthorized discharge of pollutants into the Waters of the State caused by said person. This title shall not create liability on the part of the City of Harrisburg, or any agent or employee thereof, for any damages that result from any discharger's reliance on this title, or any administrative decision lawfully made thereunder.

13.30.070 Relation to other laws.

(1) Neither this title nor any administrative decision made under it exempts the permittee or any other person from procuring other required permits or complying with the requirements and conditions of such permit, or complying with any other applicable law or regulation, or limits the right of any person to maintain, at any time, any appropriate action, at law or in equity, for relief or damages against the permittee or any other person arising from the activity regulated by this title.

(2) Where the provisions of this title impose restrictions different from those set forth in other regulations under the Harrisburg Municipal Code, Land Use Code, or State or Federal regulations, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control. Any remedies or penalties established in this Chapter are intended to be cumulative and in addition to, not in place of, any other remedy or penalty imposed by any other chapter, ordinance, rule, regulation, or provision of law.

13.30.080 Requirement to prevent, control, and reduce stormwater pollutants by the use of best management practices.

The Director may require best management practices (BMPs) or a sedimentation erosion control plan for any activity, operation, or facility which may cause or contribute to the introduction of pollutants to rights-of-way, wetlands, drainage ways, the municipal stormwater system, receiving waters, and/or areas that include or contribute directly to the Waters of the State. Where BMP requirements are promulgated by the Director, the owner or operator of such activity, operation, or facility shall provide, at their own expense, reasonable protection from the discharge of pollutants, as described above, through the use of these structural and/or nonstructural BMPs.

Further, any person responsible for a property or premises that is, or which may reasonably be expected to be, the source of an illicit or prohibited discharge may be required to implement, at said person’s expense, additional structural and nonstructural BMPs to prevent any further discharges of pollutants.

13.30.090 Prohibited discharges.

No person shall cause any pollutant by either point source or non-point source to be discharged to public rights-of-way, municipal stormwater system, or any Waters of the State or cause any pollutant to be placed in a location where such pollutant is likely to escape or be carried into the public rights-of-way, municipal stormwater system or into the Waters of the State.

(1) Prohibited discharges include, but are not limited to, the following:

- (a) Any liquids, solids, or gases that by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the operation of the municipal stormwater system.
- (b) Any solid or viscous substances that may cause obstruction to the flow in the stormwater system, such as but not limited to; grease, garbage, sand, straw, grass clippings, rags, plastics, or mud.
- (c) Any discharge containing toxic pollutants.
- (d) Pollutants that result in the presence of toxic gases, vapors, or fumes within the stormwater system that may cause acute worker health or safety problems.
- (e) Any substance that may cause the City to violate its NPDES and/or TMDL requirements or other storm system permits, or that may cause the City to violate instream water quality standards set by the State of Oregon.

(f) Any substance that causes or may cause visible discoloration of the receiving waters such as but not limited to dyes and inks.

(g) Any discharge having a temperature that may inhibit biological activity in the receiving waters or cause the City to violate instream water quality standards (TMDL) set by the State of Oregon, or that could harm the stormwater system.

(h) Any discharge containing oxygen demanding pollutants that may elevate the oxygen demand within the municipal stormwater system or Waters of the State.

(i) Any hauled waste, septage, or discharge from cleaning tanks including those from mobile cleaning services.

(j) Stormwater runoff containing eroded sediments from land-disturbing activities.

(k) Any refuse, rubbish, garbage, litter, or other discarded or abandoned objects.

(2) The following are exempt from discharge prohibitions established by this chapter:

(a) Water line flushing with de-chlorination; discharges from potable water sources; landscape irrigation; irrigation water; footing drains; lawn watering; individual residential car washing; dechlorinated swimming pool discharges; foundation drains; air conditioning condensate; diverted stream flows; rising ground waters; uncontaminated ground water infiltration; uncontaminated pumped ground water; springs; flows from riparian habitats and wetlands; and street wash water.

(b) Discharges from firefighting or other emergency actions by a public utility, the City, or any other governmental agency necessary to protect public health and safety.

(3) The prohibition shall not apply to any non-stormwater discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered by the State of Oregon under the authority of the Federal Environmental Protection Agency; provided, that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations.

(4) Any action by any person that imperils permits granted by any other regulatory agency to the City of Harrisburg or that causes a violation of the terms of a permit granted to the City of Harrisburg by any other regulatory agency is prohibited.

13.30.100 Prohibition of illicit connections.

(1) No person shall construct, use, maintain, or allow the continued existence of an illicit connection to the stormwater system. Existing illicit connections are expressly

prohibited, without limitation, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

(2) Examples of illicit connections include but are not limited to wastewater lines such as those from sanitary sewers, or drains carrying wash or industrial process water.

(3) A person is in violation of this title if the person connects a line conveying sewage to the municipal stormwater system or allows such a connection to continue. Improper connections in violation of this title must be disconnected and redirected to the sanitary sewer system upon approval of the Director.

13.30.110 Watercourse protection.

Every person owning or occupying property through which a watercourse passes must keep and maintain that part of the watercourse within the property free of trash, debris, and other obstacles that may reasonably be expected to contaminate or impede the flow of water through the watercourse. In addition, the owner or occupant must remove or maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse. No person is to remove native vegetation in the vicinity of a watercourse except where it poses an imminent hazard to human health and safety or nearby structures. No person is to remove vegetation in such a manner as to increase the vulnerability of the watercourse to erosion. Within the limits established through any required State or Federal permits, the property owner or lessee must maintain and stabilize the banks of the watercourse within their property lines in order to protect against erosion and degradation of the watercourse. Watercourse banks shall be stabilized using planted vegetation and natural materials instead of hard materials.

13.30.120 Discharges in violation of industrial or construction activity NPDES stormwater discharge permit.

(1) Any person subject to an industrial, construction or land-disturbing activity NPDES or DEQ stormwater discharge permit must comply with all provisions of such permit. Proof of compliance with said permit and a sedimentation erosion control plan may be required in a form acceptable to the Director at the following times: prior to the Director allowing discharges to the stormwater system; or as a condition of a subdivision map, site plan, building permit, or development or improvement plan; upon inspection of the facility; during any enforcement proceeding or action; or for any other reasonable cause.

(2) In addition to any other criminal or civil penalty for violation of any NPDES stormwater discharge permit and/or City of Harrisburg issued permit, a person who knowingly violates such a permit and discharges into a City system has violated this Chapter.

13.30.130 Notification of spills.

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation, has information of any known or suspected release of materials that is resulting in or may result in illegal discharges of pollutants onto or into public rights-of-way, stormwater, the municipal stormwater system, or Waters of the State, said person shall take all necessary steps to ensure the discovery, immediate notification, containment, and cleanup of such release.

(1) In the event of such a release of hazardous materials, said person must immediately notify emergency response agencies of the occurrence via emergency dispatch services (911). In the event of a release of nonhazardous materials, said person must notify the Public Works Department immediately in person or by telephone. Notification of the emergency response agencies or the Public Works Department does not relieve the discharger of their responsibility to also notify appropriate State and Federal agencies.

(a) Notifications in person or by telephone shall be confirmed by written notice addressed and mailed to the City of Harrisburg Public Works Director within five (5) business days of the original notice. The notice shall include a detailed written statement submitted by the discharger describing the causes of the discharge, measures taken to mitigate the spill, and the measures taken to prevent any future occurrence.

(b) If the discharge emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records must be retained for at least five (5) years.

(2) The person responsible for the discharge of pollutants or hazardous materials to the environment is responsible for all cleanup costs. All related City expenses including, but not limited to, costs for identification, hazard assessment, and containment must also be fully reimbursed.

(3) In general, reimbursement costs are those incident costs that are eligible, reasonable, necessary, and allocable to the incident. Costs allowable for reimbursement may include, but are not limited to:

(a) Disposable materials and supplies provided, consumed, and expended specifically for the purpose of the incident for which reimbursement is being requested.

(b) Compensation of the employees for the time devoted specifically to the incident.

(c) Rental or leasing of equipment used specifically for the incident.

- (d) Replacement costs for equipment or property owned by the City that is contaminated or damaged beyond reuse or repair.
- (e) Decontamination of equipment that was used during the incident.
- (f) Special technical services required for the incident; and
- (g) Laboratory expenses for the purpose of analyzing samples taken during the incident.

13.30.140 Requirement to eliminate illegal discharges.

The Director may require, by written notice, that a person responsible for an illegal discharge immediately, or by a specified date, discontinue the discharge and, if necessary, take measures to eliminate the source of the discharge to prevent the occurrence of future illegal discharges.

13.30.150 Requirement to eliminate illicit connections.

The Director may require, by written notice, that a person responsible for an illicit connection to the stormwater system immediately, or by a specified date, comply with the requirements of this title to eliminate the connection, regardless of whether or not the connection or discharges to it had been established or approved prior to the effective date of the ordinance codified in this title.

If, subsequent to eliminating a connection found to be in violation of this title, the responsible person can demonstrate that an illegal discharge will no longer occur, said person may request City approval to reconnect. The reconnection or reinstallation of the connection shall be at the responsible person’s expense.

13.30.160 Requirement to monitor and analyze.

The Director may require, by written notice, that any person engaged in any activity and/or owning or operating any facility that may cause or contribute to stormwater pollution, illegal discharges, and/or non-stormwater discharges to the stormwater system or Waters of the State, to undertake at said person’s expense such monitoring and analyses and furnish such reports to the City of Harrisburg as deemed necessary to determine compliance with this title.

13.30.170 Right of Entry – Inspection, testing and sampling.

The Director is authorized and have the right to inspect all premises, sites, and/or activities covered under this title to determine compliance with this title and any rules or orders adopted by the City Council or issued pursuant to this title.

(1) The Director has the right to set up on the dischargers or permittee’s property, or require installation of, such devices as are necessary to conduct sampling, inspection compliance, and/or monitoring operations.

(2) Where a discharger or permittee has security measures in force that require proper identification and clearance before entry into its premises, the dischargers must make necessary arrangements so that, upon presentation of suitable identification, the Director or authorized representatives be permitted to enter without delay for the purposes of performing specific responsibilities.

(3) Facility operators must allow the Director ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under conditions of an NPDES permit to discharge stormwater, and the performance of any additional duties as defined by State and Federal law.

(4) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled must be promptly modified or removed by the discharger at the written or verbal request of the Director and shall not be replaced without the consent of the Director. The costs of clearing such access shall be borne by the discharger.

(5) Unreasonable delay in allowing the Director access to a permitted facility is a violation of this title. A person who is the operator of a facility with an NPDES permit to discharge stormwater associated with industrial activity commits an offense if the person denies the Director reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this title.

13.30.180 Permits required.

Prior to commencing any work on a building storm drain or public stormwater system, all applicable permits from the City of Harrisburg and other agencies must be secured and all associated permit fees paid in full. The permits necessary may include, but are not limited to, a plumbing permit, a permit to construct public facilities, and a Right-of-Way permit. The permit shall set forth at what point the connection is to be made, the location, size of facility, type of construction, and other details as the Director or his/her designee may reasonably require.

13.30.190 Approval of drawings.

Drawings for all public stormwater systems must be approved by the Director or their designee prior to construction. Unless otherwise approved by the Director, such drawings must conform to applicable stormwater system master plans as well as the City of Harrisburg adopted current Oregon Standard Construction Specifications. Such approval is required in addition to any other approval required by State law.

13.30.200 Construction to conform to standards.

All public stormwater systems, whether publicly or privately constructed, must conform to the current version of Oregon Standard Construction Specifications and the City of Harrisburg with regard to legal and design requirements, materials, and workmanship as determined by the Director. Failure to meet tests for performance and workmanship are grounds for refusal of acceptance by the City.

13.30.210 Inspection, approval of construction.

Reasonable notice and access must be given to allow inspection of all work in connection with the construction or reconstruction of any public stormwater facilities. Use of the stormwater facilities will not be allowed until the building storm sewer and the public improvement receives final approval.

13.30.220 Extension of stormwater systems.

The following rules apply to all stormwater system extensions:

(1) The minimum size of stormwater mains or other stormwater system components to be installed must be in conformance with the most recent version of the City of Harrisburg Standards, where a larger size is not needed to provide an adequate system, conform with the size of the existing system, meet future needs, or conform to the size specified by the City of Harrisburg’s Stormwater System Master Plan or Capital Improvement Plan.

(2) All stormwater system extensions must extend to the extreme property line of the development or lot. Where systems are being extended into the interior of a property or development, the systems must be extended through to the boundaries of the property at all such points as shall be needed to provide current or future service to adjacent properties.

13.30.230 Tapping of manholes.

Tapping of building storm drains directly into manholes is prohibited except where shown in construction drawings that have been approved by the Director or their designee.

13.30.240 Grading

The rules prescribed in this chapter shall apply to all lands within the City limits of the City of Harrisburg.

(1) Compliance. No excavation, construction activity or grading operation shall hereafter be performed, or existing graded lot altered, without full compliance with the terms of this chapter and other applicable regulations regardless of the size of the lot or land disturbed activity.

(2) Abrogation and Greater Restrictions. This chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this chapter and other chapters conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

(3) Relationship to Permits Required by State or Federal Agencies. Excavation, grading, and fill activities may require State and/or Federal permits. Such permits are likely to be required if hydric soils are present on the site or if the site contains other wetland characteristics. The issuance of a permit by the City of Harrisburg does not eliminate the need for compliance with other State, Federal, or local regulations.

(4) Warning and Disclaimer of Liability. The issuance of a permit by the City of Harrisburg under this chapter constitutes a determination that the applicant has met the minimum requirements for the City’s regulatory purposes. Issuance of a permit does not relieve the permit holder from any responsibilities or liabilities that grading, excavation or fill activities may create if third parties are damaged or injured by such actions.

13.30.250 Transfer of landscaping responsibility to City.

Where vegetated post-construction stormwater quality facilities will be public, the owner may make a request to the City Administrator for the City to take responsibility for planting, establishing and maintaining vegetation.

Approval of this request is at the sole discretion of the Director and, where applicable, must be compatible with the City’s BMP planting options. If approved by the City Administrator and Director, the owner shall pay a negotiated fee to the City.

13.30.260 Private stormwater facilities operation and maintenance agreements required.

(1) Private stormwater facilities operation and maintenance agreements are required for all private post-construction stormwater quality facilities that require a permit.

(2) Private stormwater facilities operations and maintenance agreements shall be recorded at the applicable County Recorder’s Office and shall run with the land.

(3) Redevelopment of a property already operating under a private stormwater facilities operation and maintenance agreement will require execution of a new agreement if the City Administrator determines, in the exercise of reasonable discretion, that the redevelopment is likely to have a material impact upon the operation, maintenance, or effectiveness of the previously approved facilities.

(4) It is unlawful for any entity which exercises control or authority over the maintenance of land, and/or improvements thereto, to fail to comply with the terms of a private stormwater facilities operation and maintenance agreement concerning the property over which they have such rights and/or responsibilities. Any provision of this chapter

that creates a responsibility, duty, or obligation on the part of the owner also applies to any entity using, occupying, or in control of the subject property.

13.30.270 Completion of construction.

(1) A requirement to construct stormwater quality facilities shall not be satisfied until the facilities have been determined to be in compliance with all requirements and specifications and formally accepted by the Director.

(2) Unless an exception is granted pursuant to subsection (3) of this section, plats, partitions, certificates of occupancy, or other City permits or approvals which are conditioned upon the completion of post-construction stormwater quality facilities will not be given prior to completion and acceptance by the Director of said facilities.

(3) The Director or City Administrator may, in the exercise of reasonable discretion, waive the requirement of subsection (2) of this section and execute plats, partitions, certificates of occupancy, or other City permits or approvals prior to the completion of post-construction stormwater quality facilities if he/she determines that the public interest so requires. In such an event, the owner shall be required to provide an improvement assurance satisfactory to the Director, City Administrator and the City Attorney guaranteeing timely completion of the aforesaid facilities. Nothing in this subsection shall excuse the requirement that the owner provide a duly executed private stormwater facilities operations and maintenance agreement per HMC 13.30.260 prior to the issuance of any of the approvals enumerated herein.

13.30.280 Violations.

(1) It is unlawful for any person to violate any provision of, or fail to comply with, any of the requirements of this title. Any person who has violated, or continues to violate, the provisions of this title may be subject to any or all of the enforcement actions outlined in this chapter or may be restrained by injunction or otherwise abated in a manner provided by law. All remedies, penalties, abatement actions or other enforcement measures from this Chapter are cumulative and the choice of any one remedy, penalty, abatement action or enforcement action does not foreclose any other remedy, penalty, abatement action or enforcement action allowed by this Chapter or otherwise provided by law.

(2) Each day a violation occurs or continues will be considered a separate violation.

13.30.290 Notices deemed received.

Written notices required by this title are deemed received by an alleged violator under any of the following circumstances, whichever occurs first:

- (1) Upon personal service to the violator, or the violator’s authorized agent, or any person apparently in charge of any office or place of business maintained by the alleged violator; or
- (2) Upon execution of any return receipt or other proof of receipt of mail delivery by the alleged violator or any of the persons listed in subsection (1) of this section; or
- (3) Three days following mailing by the City, via first-class U.S. Mail, to the alleged violator at the alleged violator’s last known residence or place of business; or

13.30.300 Emergency suspension of municipal stormwater system access.

When the Director finds that any discharger has violated any provision of this title, or any order issued hereunder, or that the discharger’s past violations are likely to recur, and that said violations have caused or contributed to an actual or threatened discharge to the municipal separate storm sewer system or Waters of the State which reasonably appears to present an imminent or substantial endangerment to the health or welfare of people or the environment, the Director may issue an order to the discharger directing an immediate cease and desist of all such violations.

- (1) The order will direct the discharger to:
 - (a) Immediately comply with all title requirements; and
 - (b) Take such appropriate preventive action as may be needed to properly address a continuing or threatened violation, including immediately halting operations and/or terminating the discharge.
- (2) Any person notified of an emergency order directed to him under this title shall immediately comply and stop or eliminate any endangering discharge. In the event of a discharger’s failure to immediately comply voluntarily with the emergency order, the Director may take such steps as deemed necessary to prevent or minimize harm to the municipal separate storm sewer system or Waters of the State, and/or endangerment to persons or the environment, including immediate termination of the facility’s municipal stormwater connection or other municipal utility services.
- (3) A person commits an offense if the person reinstates municipal separate storm sewer system access to premises terminated pursuant to this chapter without the prior approval of the Director.
- (4) The Director may allow the discharger to recommence its discharge when it has demonstrated to the satisfaction of the Director that the period of endangerment has passed unless further termination proceedings are initiated against the discharger.

(5) Issuance of an emergency cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the violator.

13.30.310 Warning notice.

When the Director finds that any person has violated, or continues to violate, any provision of this title, or any order issued hereunder, the Director or designee may serve upon that person a written warning notice, specifying the violation believed to have occurred and requesting the discharger to immediately investigate the matter and to seek a resolution whereby any offending discharge will cease. Investigation and/or resolution of the matter in response to the warning notice in no way relieves the alleged violator of liability for any violations occurring before or after the receipt of the warning notice.

13.30.320 Notice of violation.

Whenever the Director finds that a person has violated, or continues to violate, any provision of this title, or any order issued hereunder, the Director may order compliance by written notice of violation to the responsible person stating the nature of the violation(s).

(1) The notice of violation must contain:

- (a) The name and address of the alleged violator;
- (b) address when available or a description of the building, structure, or land upon which the violation is occurring, or has occurred;
- (c) A statement specifying the nature of the violation;
- (d) A description of the remedial measures necessary to restore compliance with this Chapter,
- (e) A time schedule for the completion of such remedial action; and,
- (f) A statement of the penalty or penalties that will or may be assessed against the person to whom the notice of violation is directed.

(2) Such notice may require without limitation any or all of the following:

- (a) The performance of monitoring, analyses, and reporting.
- (b) The elimination of illicit connections or illegal discharges.
- (c) That violating discharges, practices, or operations cease and desist.

(d) The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property.

(e) The implementation of source controls or best management practices (BMPs); and

(f) The submittal of a compliance schedule.

(3) If abatement of a violation and/or restoration of affected property is required, the notice may set forth a deadline within which a compliance schedule for such remediation or restoration must be completed. Said notice may further advise that, should the violator fail to remediate or restore the affected property within the deadlines established by and agreed to in the compliance schedule, the work will be done by the City or a contractor designated by the Director and the expense thereof shall be the responsibility of the violator.

13.30.330 Suspension and revocation.

By written notification the Director may suspend or revoke authorization to discharge into the storm water system on the basis of incorrect information supplied, or activity thereunder is in violation of any term or condition of this title, or of other pertinent Federal, State, or local statute, code, or regulation implemented through the enforcement of this title.

If the violator fails to comply with a suspension order, the City of Harrisburg may take such steps as deemed necessary to prevent or minimize damage to the stormwater system, prevent or minimize danger to the environment, or to prevent or minimize danger to persons.

13.30.340 Stop work order.

When a person or entity engages in an activity in such a manner as to cause, or creates a condition which causes, a violation of the provisions of this title or of other pertinent Federal, State, or local statute, code, or regulation implemented through the enforcement of this title, the Director may order all related activities stopped. The Director's order will be served by notice, in writing, to persons engaged in the activity or causing such activity to be undertaken. Such persons shall forthwith stop all related activities until authorized by the Director to proceed with the work.

13.30.350 Violations deemed a public nuisance.

In addition to the enforcement processes and penalties herein provided, any condition caused or permitted to exist in violation of any of the provisions of this title is a threat to the environment, public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored by the City at the violator's

expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken by the City.

13.30.360 Penalties.

(1) Administrative Fines. When the Director finds that a discharger has violated, or continues to violate, any provision of this title or any order issued hereunder, and that said violations have caused or contributed to an actual or threatened discharge to the municipal stormwater system or Waters of the State which reasonably appears to present an imminent or substantial endangerment to the health or welfare of people or the environment, the City may fine such discharger.

(2) Recovery of Costs Incurred by the City. Any person violating any of the provisions of this title who discharges or causes a discharge producing an obstruction or causes damage to or impairs the City’s stormwater system shall be liable to the City for any expense, loss, or damage caused by such violation or discharge. The City may require the discharger to pay for the costs incurred by the City for any cleaning, repair, or replacement work caused by the violation or discharge and for costs incurred by the City in investigating the violation and in enforcing this title against the user, including reasonable administrative costs, fees for testing, attorney fees, court costs, and all expenses of litigation. Refusal to pay the ordered costs shall constitute a violation of this title. The user shall also reimburse the City for any and all fines or penalties levied against the City as a result of a discharge by the user.

(3) Any person who is found to have negligently violated this Chapter or who negligently failed to comply with any provisions herein, and the orders, rules and regulations issued hereunder may be fined not less than \$100 nor more than \$20,000 for each violation. Each calendar day on which a violation occurs or continues to occur will be deemed a separate and distinct offense. Negligent violation of this Chapter, the provisions herein, and/or orders, rules and regulations issued hereunder will be considered an infraction of this Municipal Code.

(4) Any person who is found to have intentionally or knowingly violated this Chapter or who intentionally or knowingly failed to comply with any provisions herein, and the orders, rules and regulations issued hereunder may be fined not less than \$100 nor more than \$20,000 for each violation or may be sentenced to jail for no more than 30 days for each violation, or both. Each calendar day on which a violation occurs or continues to occur will be deemed a separate and distinct offense. Intentional or knowing violation of this Chapter, the provisions herein, and/or orders, rules and regulation issued hereunder will be considered a Misdemeanor under this Municipal Code.

(5) In addition to, and separate from, the considerations set out in Subsection 4 of this Section, any person who negligently, knowingly, or intentionally violates this Chapter in a manner that causes the City of Harrisburg to be fined by any regulatory agency will be

subject to a fine that trebles the amount of any fine to the City, or may be sentenced to jail for no less than 60 days and no more than 180 days, or both.

(6) Compensatory Action. In lieu of enforcement proceedings, penalties, and remedies authorized by this title, the City Administrator and alleged violator may agree upon alternative compensatory actions, such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.

(7) The City may commence an action for appropriate legal and/or equitable relief in the appropriate local court to enforce the penalty or remedy imposed by the City hereunder.

(8) Penalties imposed under this Section will be separate from, and in addition to, any cost of abatement of the violation.

13.30.370 Appeal.

Any person or entity receiving a written notification of a violation or of an enforcement action under this title may, within 5 days of the receipt of such notice, request in writing that the City Administrator review the enforcement action. The written request (letter of appeal) shall state all points of disagreement and objection to the enforcement action. Upon receipt of the letter of appeal, a meeting shall be scheduled with the Director, or authorized representative.

13.45.210 Abatement by the City.

If the violation has not been corrected pursuant to the requirements set forth in the notice of violation, or in the event of an appeal under PMC 13.45.200, within ten (10) days of the decision of the City Council upholding the decision of the Director, then the City or a contractor designated by the Director is authorized to enter upon the subject private property and take any and all measures necessary to abate the violation and/or restore the property. It will be unlawful for any person, owner, agent, or person in possession of any premises to refuse to allow the City or designated contractor to enter upon the premises for the purposes set forth above.

13.45.220 Immediate abatement.

The Director is authorized to require immediate abatement of any violation of this Chapter that constitutes an immediate threat to the environment or the health, safety, or well-being of the public. If any such violation is not abated immediately as directed by the Director, the City of Harrisburg is authorized to enter onto private property and to take any and all measures required to remediate the violation. Any expense related to such remediation undertaken by the City of Harrisburg will be fully reimbursed by the property owner and/or responsible party. Any relief obtained under this Section does not prevent the City from seeking other and further relief authorized under this Chapter.

13.45.230 Costs of abatement of the violation.

1. The Public Works Director is authorized to charge any person in violation of this Chapter for the cost of abatement, including sampling and monitoring, containing, cleaning up and/or disposing of the polluted discharge, administrative and legal costs, and any other expenses incurred by the City of Harrisburg associated with enforcement of this Chapter.
2. The Public Works Director will notify the responsible party of the amount of the cost for abatement within thirty (30) calendar days after abatement of the violation is complete. The responsible party may file a written appeal to the City Council objecting to the abatement or to the amount of the charges within ten (10) calendar days of such notice.
3. If the amount due is not paid within thirty (30) calendar days after receipt of the notice, or if an appeal is filed, within thirty (30) calendar days after a decision on said appeal, the City of Harrisburg may bring a claim for these charges to the Harrisburg Municipal Court. The Municipal Court Judge will enter a judgment against the responsible party for the amount of the costs, and for the interest on the judgment at the statutory rate if the City establishes by a preponderance of evidence that:
 - a. Abatement was required for a discharge and the person was responsible for the discharge or the property on which the discharge originated, and
 - b. That the person violated this Chapter, and
 - c. That the City of Harrisburg incurred costs for abatement, and
 - d. That the person has not paid the City the amount in full.
4. The Municipal Court Judge may not reduce or waive any portion of the cost expended by the City of Harrisburg for abatement.
5. The Municipal Court Judge will order the City of Harrisburg to take whatever action is required to perfect a judgment lien against the property of the person in favor of the City.

13.45.240 Recovery of abatement costs.

1. Within thirty (30) days after abatement of the condition by the City, the Public Works Director or their designee will prepare a recap of all costs incurred to abate the condition, including administrative costs.
2. A summary of costs will be mailed by registered or certified mail to the same person or persons to whom the notice of violation was sent per PMC 13.45.190, or their successors in title, and will advise of the City’s intent to assess said costs

against the real property and will further advise the owner/owners of their right to a hearing before the City Council prior to assessment upon receipt by the Director, within fifteen (15) days of the date of mailing, of a written request for a hearing.

3. If the costs of abatement are not paid to the City within thirty (30) days from the date of the mailing of the summary of costs, said summary will be presented to the City Council and, if the Council finds said costs to be reasonable, the Council will pass an ordinance directing that the amount of said costs be entered in the docket of city liens; and upon such entry being made, said costs will constitute a lien upon the property in question.
4. The lien will be enforced and will bear interest at a rate to be determined by the Council at the time of the ordinance referred to in Subsection 3 of this Section. The interest will commence from the date of entry of the lien in the lien docket and will have priority over all other liens and assessments to the maximum extent permitted by law. The costs of filing the lien will be included in the total cost of the lien.
5. An error in the name of the property owner/owners/agents does not void the assessment nor will a failure to receive the notice of the proposed assessment render the assessment void, but it will remain a valid lien against the property.

13.30.380 Remedies not exclusive.

The remedies listed in this title are not exclusive of any other remedies available under any applicable Federal, State, or local law and it is within the discretion of the City Administrator to seek cumulative remedies. The City may recover all attorneys' fees, court costs, and other expenses associated with enforcement of this title, including sampling, testing and monitoring expenses.

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING OUT OF STATE TRAVEL FOR THE CITY ADMINISTRATOR AND MOVING THE CITY COUNCIL BUSINESS MEETING TO SEPTEMBER 6, 2022

STAFF REPORT:

Exhibit A: NW Economic Development Course Information

**ACTION: MOTION TO APPROVE THE OUT OF STATE TRAVEL FOR THE CITY ADMINISTRATOR.
APPROVAL WILL ALLOW THE CITY ADMINISTRATOR TO ATTEND THE NW ECONOMIC DEVELOPMENT COURSE IN OLYMPIA, WASHINGTON, AS WELL AS MOVE THE CITY COUNCIL BUSINESS MEETING TO THE EVENING OF TUESDAY, SEPTEMBER 6, 2022.**

THIS AGENDA BILL IS DESTINED FOR: Agenda – August 9, 2022

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
Education \$0 to \$600 Lodging/Per Diem: \$683 Gas/City Vehicle: \$100	Yes	General Fund – Professional Improvements

STAFF RECOMMENDATION:

Staff recommends the City Council approve the attendance of the City Administrator at the NW Economic Development Course in Olympia, Washington, thus allow the rescheduled City Council to move to September 6, 2022.

BACKGROUND INFORMATION:

The City Administrator found training that is being recommended by Biz Oregon, in relation to Economic Development. This is an intensive course, that is actually accredited by the International Economic Development Council. (It fulfills one of the prerequisites for those taking examinations for Certified Economic Developer (CECd) designation). Staff belongs to the Oregon Economic Development Association, who also recommends this as an excellent resource and training. Staff will be applying for a scholarship, although the cost of the class is affordable, as well as being budgeted.

In addition to other curriculum being taught, Staff specifically looks forward to Reuse & Redevelopment of Business Sites, Top Drivers of Business Attraction, and Business Retention & Expansion.

The expenses for this class are even more affordable, as the lodging will be shared with the Halsey City Administrator. Because the class is out of state, the training must be approved by the City Council as our policy requires.

In the meanwhile, the class is unfortunately being held the same week as the business meeting for the City Council. As such, Staff would like to ask for permission to move the first business meeting of September to September 6, instead of the 13th. At this time, there is a possibility that the one item that was scheduled for that meeting will be moved farther out. Depending upon other business that might come up in the next month, that meeting has a chance of being cancelled.

REVIEW AND APPROVAL:

Michele Eldridge 08/03/22
Michele Eldridge Date
City Administrator



2022 Tentative Agenda

(subject to change)

Monday, September 12

- 1:30 pm Welcome and Introductions
- 2:00 pm Community & Economic Development Fundamentals
- 4:00 pm Leadership
- 6:00 pm Opening Reception

Tuesday, September 13

- 8:00 am Managing Economic Development Organizations
- 10:15 am Economic Development Finance
- 1:00 pm Strategic Planning
- 3:15 pm Top Drivers of Business Attraction

Wednesday, September 14

- 8:30 am Finding and Using Online Data Sources
- 10:00 am Reuse & Redevelopment of Business Sites
- 1:30 pm Workforce and Economic Development
- 5:30 pm Reception

Thursday, September 15

- 8:00 am Business Retention & Expansion
- 10:15 am Small Business and Entrepreneurship
- 1:00 pm Ethics in Economic Development
- 3:15 pm Graduation



Frequently Asked Questions

When do I need to be there?

The course begins Monday, September 12 at 1:30 p.m. with the opening session. The course ends around 4:30 p.m. on Thursday, September 15. Registered participants will receive additional information regarding logistics.

When is my payment due?

Payment or verification of payment being in process is required **by August 22**. An invoice will be emailed within two weeks of receiving your registration. Please make payment by check, as we are unable to accept credit cards.

What if I need to cancel?

If you are unable to attend, please let [Linda Alongi](#) know as soon as possible. Please see our cancellation policy under *Course Fees and Location* for more information.

Do I have to attend all the sessions?

To obtain a certificate of completion and receive credit for the course, participants are required to attend all sessions. Sessions are held Monday afternoon through Thursday.

What is the attire for the course?

Dress is casual. There is a lot of sitting during the day and we want you to be comfortable.

Are meals provided?

Lunch will be provided on Tuesday, Wednesday and Thursday. Two evening receptions are also included in the registration fee.

Is the facility ADA accessible?

Yes, the facility meets ADA requirements. If you need special accommodation, please contact Linda Alongi at least two weeks prior to the course.

Is this course offered anywhere else?

The Northwest Economic Development Course is accredited by the International Economic Development Council (IEDC). It fulfills one of the prerequisites for those who wish to take the examinations for the Certified Economic Developer (CEcD) designation. If you are unable to attend the Northwest Course, similar accredited programs are offered around the U.S. A list is available here: <https://www.iedconline.org/pages/basic-economic-development-course/>

What is the IEDC?

The International Economic Development Council (IEDC) is a non-profit membership organization dedicated to helping economic developers do their job more effectively and raising the profile of the profession. For more information on IEDC membership, courses and certification, call 202-223-7800 or visit www.iedconline.org.



Whom do I contact with additional questions?

For additional course information, please contact Linda Alongi at Linda.Alongi@commerce.wa.gov or 360-725-4031.

Course sponsors





2022 Course Fees and Location

Registration Cost

The 2022 registration fee is \$600. An invoice will be emailed to registered participants. We are unable to accept online payments.

Location

The course takes place in Olympia, Washington at the Lacey campus of South Puget Sound Community College.

Accommodations

There are a number of hotel options within a short distance of the facility. A block of rooms is being held until August 29 at:

Candlewood Suites

4440 3rd Ave SE

Lacey, WA 98503

Phone: 360-491-1698

Single room at \$133 + tax

Double room at \$150 + tax

Scholarships

A limited number of need-based, tuition only scholarships are available for those working in economic development in the Northwest at a non-profit organization or local government entity. Requests for Oregon scholarships should be directed to Michael Held.

Michael Held, Business Oregon

Email: Michael.Held@biz.oregon.gov

For other scholarship requests and information contact Linda Alongi.

Linda Alongi, Washington State Department of Commerce

Email: Linda.Alongi@commerce.wa.gov

Cancellation Policy

To cancel, please email Linda.Alongi@commerce.wa.gov . Cancellations received before **Friday, August 26** will receive a refund less a \$25 administrative fee. Any registered attendee who does not cancel before the above date and does not attend the course may be required to pay their balance in full. Substitutions are accepted with advance notice.

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF A PRESENTATION OF THE REAL (RURAL ECONOMIC ALLIANCE) WEBSITE

STAFF REPORT:

Exhibit A: None

ACTION: NONE REQUIRED

THIS AGENDA BILL IS DESTINED FOR: Agenda – August 9, 2022

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

STAFF RECOMMENDATION:

Staff recommends Council review the REAL website and provide feedback

BACKGROUND INFORMATION:

As the City Council might remember, the former MVP (Mid-Valley Partners) group, is an organization of 8 cities that are working together to support economic development in all of our cities on a regional basis. Harrisburg has been part of this group since 2015. The last year has been really exciting for us as a group, as our strategic plan included becoming more visible, as well as being more of an asset for the 8 cities involved. The majority of us as City members don't have staff working in an Economic Development Department. In the smaller cities, the City Administrator is the main person who focuses on economic development.

We were able to obtain a grant from OCWCOG, along with additional funds from a grant written by the City of Philomath, and some funding from Linn County, which have helped us to re-brand ourselves. As such, we now have a website that is almost ready to launch, as well as an aggressive launch plan that we hope to start on August 30 this year. Staff will be walking you through the website, and the principals that we in all the cities have been working on. By working together, we are finding strategic advantages, and are able to pool our resources. Most importantly, this will help Harrisburg as we start to focus more on business retention, as well as marketing ourselves in the near future. The website is not available to the public until the launch, but it will be at

www.ruraleconomicalliance.com. This website is linked to each city's individual websites on multiple pages.

REVIEW AND APPROVAL:

Michele Eldridge 08/03/22
Michele Eldridge Date
City Administrator

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: Harrisburg City Council Minutes for May 24, 2022
and June 14, 2022

Exhibit B: Payment Approval Report for July 2022

Exhibit C: Municipal Court Collection Report July 2022

Exhibit D: Municipal Court Citation Report July 2022

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

- 1. Harrisburg City Council Minutes for May 24, 2022
and June 14, 2022**
- 2. The Payment Approval Report for July 2022**

THIS AGENDA BILL IS DESTINED FOR: Consent Agenda –August 9, 2022

STAFF RECOMMENDATION:

Staff recommends the City Council approve the consent list.

Building Permits:

July 2022:	Submitted: 14
	Issued: 12
New Homes:	0

Residential Valuation: \$43,553.00

Commercial Valuation: \$49,209.00

2022 YTD Valuation: \$843,348.14

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.

Business Licenses Issued:

- Mel’s Jewelry is a Home Occupational Business located at 937 Territorial St. Owner Melanie Golfes makes the jewelry which is sold online.

Harrisburg Municipal Court:

- Collection Report for the month of July is \$4,304.43 **(EXHIBIT C)**.
- There were 13 citations issued in the month of June for a total of 16 offenses **(EXHIBIT D)**. There were three defendants that were issued criminal citations including Interfering with a Police Officer, Criminal Mischief II, and Disorderly Conduct . These defendants will appear in court on August 10, 2022.

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

Harrisburg and HRA Budget Committee Chairperson: Ruby Bennett

The Harrisburg and HRA Budget Committee did not meet in the month of July.
Next Scheduled Meeting: TBD

Library Board: Chairperson: Kristi Prozialeck

The Library Board met on July 3, 2022 for decorating the 4th of July float.
Next Scheduled Meeting: September 14, 2022

Personnel Committee: Chairperson; Kimberly Downey

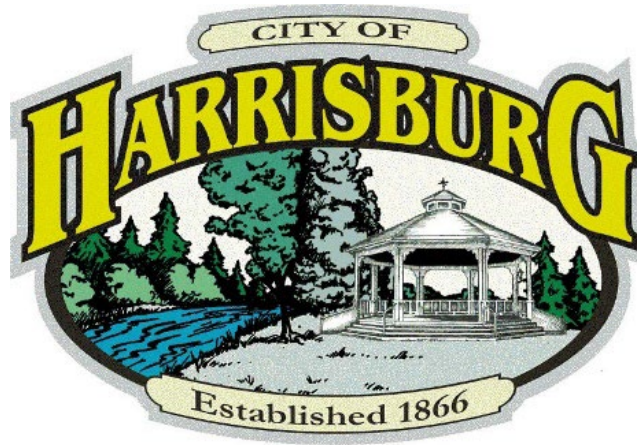
The Personnel Committee did not meet in the month of July.
Next Scheduled Meeting: TBD

Planning Commission: Chairperson; Todd Culver

The Planning Commission met on July 19, 2022. Those minutes are not yet available.
Next Scheduled Meeting: August 16, 2022

REVIEW AND APPROVAL:

<i>Lori Ross</i>	<u>08/04/2022</u>
Lori Ross	Date
City Recorder	



City Council Work Session Minutes
May 24, 2022

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

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan at the hour of 6:33pm

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

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

STAFF REPORT: Sergeant Frambes stated that April was a busy month with some unusual citations being issued like passing a car in the middle lane, vehicle burn outs and a stolen license plate that turned into stolen items in the vehicle including guns. He commented on the middle school break-in stating that LCSO knows who it is but haven't been able to locate him yet.

Sergeant Frambes introduced Lieutenant Steve Looney with Animal Control. Lieutenant Looney stated that Animal Control has a staff of five and 22 kennels in total. The majority of their calls are dogs at large, barking dog complaints or no dog license complaints. In order for LCSO to cite for barking dogs, they require video footage with 8-10 continual minutes of barking, or several times a day. He stated most licensing citations are issued from dogs at large or barking complaints and yearly licensing is a requirement for all dogs over six months and after rabies vaccination. He also commented on dog at large citations and said that any dog can be cited for at large, if they are off their property without a physical control device.

- Thomas asked about aggressive dogs through fences and if the owners can be cited. Lieutenant Looney replied that they can as long as the dog is not being provoked. He commented that it is best to speak to your neighbors first, prior to contacting Animal Control.

May 24, 2022

- Downey asked about Safe Havens for cats. Lieutenant Looney stated that there is an overabundance of cats and there are some rescue shelters on Facebook as well. He commented that they don't shelter cats due to no licensing requirements. Lieutenant Looney stated that Animal Control is a no kill shelter, and they euthanize less than 3% annually and most are due to medical reasons. Last year it was down to .006%.
- Resident Kay Barnett, asked what the time frame is for keeping a dog? Lieutenant Looney replied that if they can't identify the animal due to no chip or tags, they keep the animal for three business days before the animal is available for adoption. If the animal is picked up, the owner is charged \$10 per day for boarding.

THE MATTER OF A PRESENTATION PROVIDED BY PARKS CONSULTANTS FROM CAMERON MCCARTHY LANDSCAPE ARCHITECTURE & PLANNING

STAFF REPORT: Eldridge introduced, once again, Kelsey Zlevor and Victor Garcia with Cameron McCarthy.

Garcia stated they have had five different public outreaches with residents regarding parks and those results can be found on page 10 of **Addendum 1**. Garcia stated that hearing what the community wants at these events, has helped them project future goals.

- Mayor Duncan asked what they thought about the amount of public involvement they received. Zlevor commented that she thought it was a healthy amount of participation for a town our size.
- Zlevor read the proposed vision statement on page 14 of **Addendum 1** and stated they want to fine tune our goals and suggested 5-8 goals to make them more achievable. They have developed four goals, which she read on page 19, and explained how the objectives tie into goals from 2004. She would like to discuss an additional one to two more goals and suggested making the objectives of the goal more specific.
- Mayor Duncan asked if Zlevor would explain the potential goal, park equity. She explained it gives all residents, equal access to City Parks, no matter where they live. Mayor Duncan would like to change the word equity from that goal as he thinks it's controversial and incorporate that into goal 1, improve access to all residents.
- Caughey asked if they had a dollar amount for some of the bigger projects, like water access, dog parks, trails, and restrooms? Zlevor stated that information would be part of the Capital Improvement Plan available at a later date.
- Downey thinks it's important to put the Riverfront Park and 132 Acre Park together under goal 1. Zlevor responded that with connectivity, residents wanted trails and access to be broader and with community access, the ability for ADA accessibility, wheelchair, stroller access or benches.
- Thomas commented on goal 2 stating that we don't have any control over the boat landing or the riverfront access. Eldridge suggested putting goal 2 as an objective under goal 4 and not a full focus.
- Keaton asked if there was any feedback regarding residents wanting more equipment at parks. Zlevor replied that the request was for amenities like benches or fountains. The playground that was removed by the skatepark was also mentioned. It was pointed out by Thomas that it was removed for safety concerns by the School District who owns the property.
- Thomas commented on the last objective under goal 1 and felt it was more appropriate for a stand-alone goal. Zlevor suggested placing that goal under a community and cultural heritage goal.
- Keaton thinks we should have plaques down by the river, showing pictures of the old ferry's that use to cross the river and other Harrisburg's history. Scholz stated it was

May 24, 2022

mentioned multiple times at the 150th celebration about having plaques at parks. Eldridge stated she thinks it would qualify for a historical trail marker.

- Zlevor suggested having a third goal community and cultural heritage which can include many things. She can work on a fourth goal and put objectives together and bring back to another meeting. She stated the next step is working on the CIP and to wrap it all up by end of June.
- Scholz asked what percentage of our population responded to the survey and Eldridge replied less than 3%.

THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE A PUBLIC EVENT PERMIT FOR THE 70TH YEAR OF THE HARRISBURG OLD FASHIONED 4TH OF JULY

STAFF REPORT: Keaton commented on the fireworks information in the staff report and Eldridge commented that this year, they included the breakdown of the purchased fireworks with the application. Caughey commented that the fireworks are great and better than bigger cities. Eldridge commented that the Harrisburg Fire Department works with the HFEA, and they wouldn't be able to do it without them. This year's theme is "Follow your American Dream", and the Grand Marshall will be Ms. Oregon, Ariel Freytag. There will also be, once again, music playing at the gazebo starting in the afternoon.

- Thomas **motioned to authorize the City Administrator to approve the Public Event Permit for the 70th year of the Harrisburg Old-Fashioned 4th of July Celebration and was seconded** by Downey. **City Council then voted unanimously to authorize the City Administrator to approve the Public Event Permit for the 70th year of the Harrisburg Old-Fashioned 4th of July Celebration.**

OTHER ITEMS:

- **Transportation Master Plans:** We are working with ODOT and will be having a meeting for the selection for the consultant who will be writing the TSP for the City. She was hoping Keaton would be able to attend and is looking for one other person to join the committee. There will be maybe two meetings, but no date has been set yet. Thomas commented that she possibly could depending on when it's held.
- **Psilocybin:** Eldridge explained that with the passing of Measure 109, some cities have been opting out of allowing the establishment of licensed Psilocybin manufacturing or service centers in their towns, which goes into effect January 1, 2023. Cities have an opportunity to take a ballot measure to the voters to prohibit this within the City limits. If the City chooses to, we will need to present it to the county level by August 9th.
 - Downey stated she did not like the product.
 - Keaton thought there was some legitimacy to the product when treating PTSD trauma to Vets and it's effective, but he would like more information.
 - Thomas stated if it's an actual medical facility, she would be okay with it, but doesn't want to see a clinic that only dispenses the mushrooms. She would like more information.
 - Caughey agrees with Thomas. He doesn't have an issue if it's under proper medical control but doesn't want a clinic. He thinks it should be on the ballot.
 - Mayor Duncan commented that there is huge mental health problem and this mushroom, if it works, has amazing results, however, he feels it's not right for this town. He believes it should go before the citizens.
 - Eldridge to get more information and bring back to a future meeting. She will also have the City Attorneys create the Ballot Measure.

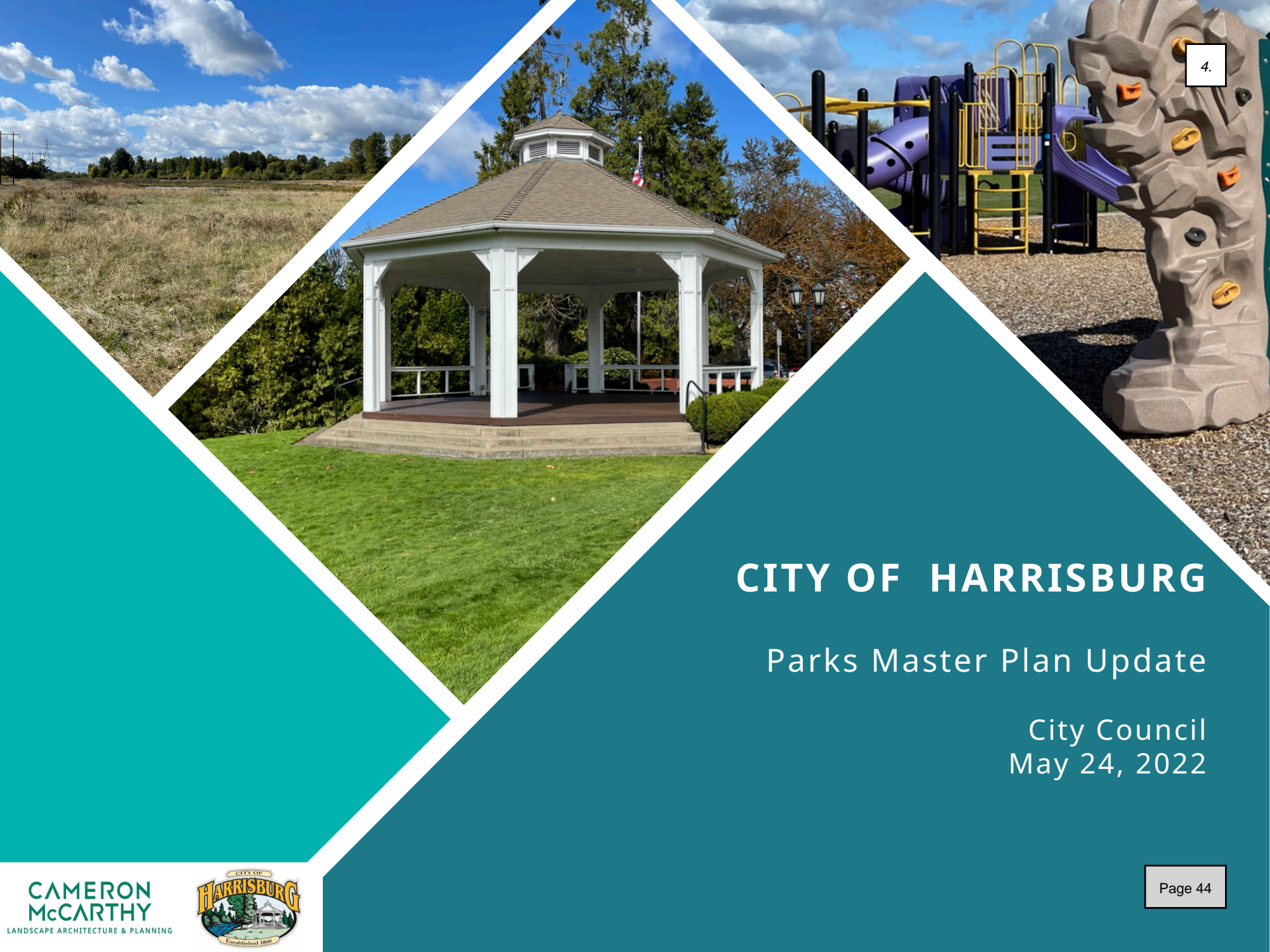
May 24, 2022

- **Elaine Howard:** Eldridge stated she will be meeting with Elaine Howard tomorrow about being a consultant for the HRA. She will have the dollar amount for the contract available at a future meeting.
- **Vacation:** Eldridge stated she will be on vacation starting this Friday and all next week, minus the LCSO quarterly meeting.
- **LCSO Quarterly Meeting:** Eldridge stated at the next LCSO meeting, they will be looking at contracts and will suggest an addendum for the contract regarding staffing shortages.
- **HART Center:** Thomas asked if the HART Center was able to provide any real numbers yet? Eldridge replied they gave Nelson the information on payroll, but Eldridge has not yet heard from HART Director, Maggie Cooley, about setting up a meeting to discuss the previous meeting. Thomas wants us to stay on top of this, so we don't go through this next year.
- **Security Audit:** Eldridge informed Council that at our recent security audit, and it was advised that Council have an evacuation plan in place (**ADDENDUM 2**). She noted the best door is the EXIT door, as Eldridge took Council on a tour of a Safe Room, (aka Storage Room) which can be used as an alternate escape route. *Addendum 2 is not included in the minutes but is available at the City Records Office.

ADJOURN: With no further discussion, the City Council meeting was adjourned at hour of 8:03pm.

Mayor

City Recorder



CITY OF HARRISBURG

Parks Master Plan Update

City Council
May 24, 2022



PRESENTATION OVERVIEW

- Intro
- Inventory and Schedule
- Public Involvement Overview
- Goals Discussion
- Next Steps



EXISTING PARKS INVENTORY

Existing Parks

Mini Parks

Burlington Northern Park

Harrisburg Museum

Arrowleaf Park

Neighborhood Parks

Priceboro Park

Special Use Parks

Harrisburg Skatepark

Undeveloped

132-Acre Park

Tadpole Park



SCHEDULE

PROJECT APPROACH SUMMARY

Task 1 Project Initiation



Task 2 Inventory and Conditions Report



Task 3 Community Outreach and Involvement



Task 4 Needs Assessment and Level of Service



Task 5 Recommendations and Capital Improvement Plan



Task 6 Documentation

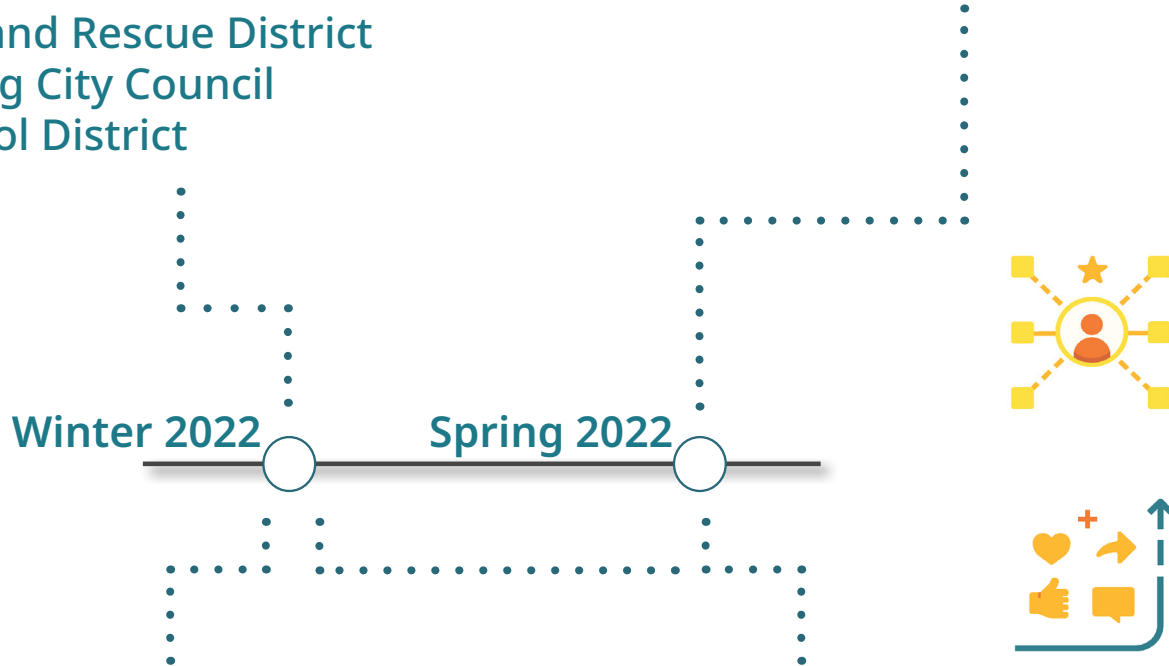




PUBLIC INVOLVEMENT OVERVIEW

INTERVIEWS (9)

- City of Harrisburg
- Harrisburg Christian Church
- Harrisburg Parks Committee
- Harrisburg Fire and Rescue District
- City of Harrisburg City Council
- Harrisburg School District



FOCUS GROUPS (1)

- Crafting Club - ~10 participants

PUBLIC SURVEY (1)

- Survey - Winter 2022
40 responses

TABLING EVENTS (2)

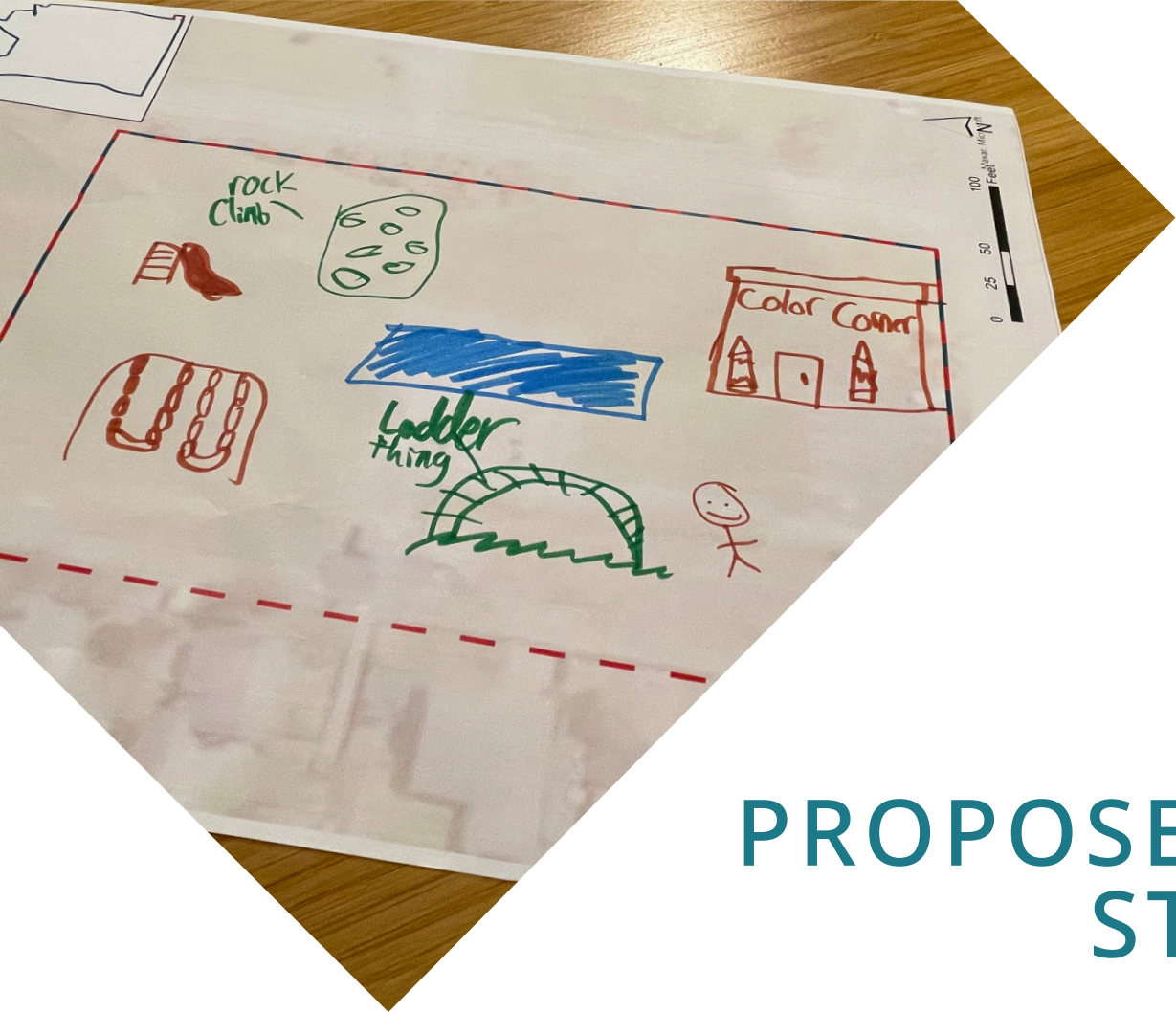
- Tabling 1 - Community Open House
20 Participants
- Tabling 2 - Tri-County Business
30 Participants

WHAT WE HEARD

- 1. Prioritizing funding towards passive recreation improvements, such as paths, trails, benches, pavilions, dog park, etc.**
- 2. Improving access within park facilities, such as restrooms, signage, and lighting.**
- 3. Investing in age-appropriate play and recreation, as well as opportunities for people of all abilities.**
- 4. Activating 132-Acre Park, such as through an emergency boat ramp, covered shelter, disc golf, access to fishing, bow range, BBQ stations, etc.**
- 5. Access to intentional gathering spaces: multisport fields, youth center, etc.**







PROPOSED VISION STATEMENT

Through parks, Harrisburg strives to be a livable city providing attractive and accessible recreation spaces for residents and visitors of all ages and abilities to enjoy.



GOALS DISCUSSION

A **goal** is an achievable outcome that is **generally broad and longer term** while an **objective** is **shorter term and defines measurable actions** to achieve an overall goal.

ORIGINAL GOALS (2004)

- 1. Acquire adequate parkland to meet the needs of existing and future population.

- 2. Ensure that every child is within walking distance of playground equipment.

- 3. Ensure adequate outdoor picnicking facilities.

- 4. Provide adequate sports fields and sports facilities for existing and future populations.

- 5. Make the necessary investments and plans for the future, ~~in order to build an aquatic center, community center and expanded senior center in the next ten years.~~

- 6. ~~Provide a skate park for the youth of Harrisburg.~~
- 7. Improving the Riverfront Part I: Provide better boating and fishing facilities and better riverfront access.
- 8. Improving the Riverfront Part II: Provide more walking and biking trails, especially by the river, ~~as well as an outdoor amphitheater~~ for summer events in Harrisburg.
- 9. Preserve historic resources and promote educational projects which enhance public knowledge of Harrisburg's history.
- 10. Secure funding to achieve park system goals.
- 11. Seek to gain partnerships and work together with community organizations and community members.

Proposed Goals

1. Improve Community Access and Connectivity

- Acquire adequate parkland to meet the needs of existing and future population. (1)
- Ensure that every child is within walking distance of playground equipment. (2)
- Ensure adequate outdoor picnicking facilities. (3)
- Preserve historic resources and promote educational projects which enhance public knowledge of Harrisburg's history. (9)

2. Develop Safe Water Recreation Access

- Improving the Riverfront Part I: Provide better boating, fishing facilities and better riverfront access, including emergency river access. (7)
- Improving the Riverfront Part II: Provide more walking and biking trails, especially by the river. (8)

3. Secure Funding and Partnerships

- Secure funding to achieve park system goals. (10)
- Seek to gain partnerships and work together with community organizations and community members. (11)

4. Expand Park and Natural Area Development

- Provide adequate sports fields and sports facilities for existing and future populations. (4)
- Make the necessary investments and plans for the future in order to build a community center and expanded senior center in the next ten years. (5)

Potential Other Goals

- Park equity
- Trails development
- Developing undeveloped properties, such as 132-acre park
- Cultural/historical resources



DISCUSSION

1.Improve Community Access and Connectivity

2.Develop Safe Water Recreation Access

3.Secure Funding and Partnerships

4.Expand Park and Natural Area Development

Discussion Outcome

- Affirming the 4 goals we have and/or adding others for major topics that are missing.

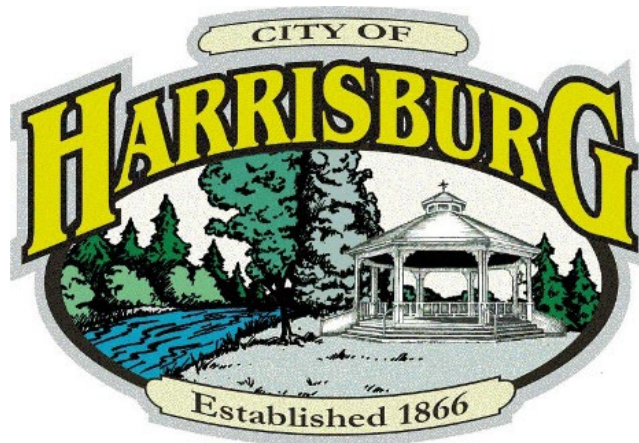


NEXT STEPS

DATES	STEPS
OCT-JAN 2021	Community Profile/Needs Assessment/Level of Service Analysis
JAN-JUN	Public Involvement and Outreach (Focus Groups, Interviews, Survey, Open House)
MAR-APR	Recommendations/CIP
APR-JUN	Documentation (Draft Master Plan, Final Master Plan)
END OF JUNE 2022	Final Plan



QUESTIONS?



City Council Business Meeting
Minutes June 14, 2022

Mayor: Robert Duncan, Presiding
 Council President: Mike Caughey, Absent
 Councilors Present: Robert Boese, Adam Keaton, Randy Klemm, and Charlotte Thomas
 Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz, Finance Officer Cathy Nelson and City Recorder Lori Ross
 Librarians Cheryl Spangler and Amanda Pelkey
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan at the hour of 6:30pm

CONCERNED CITIZEN(S) IN THE AUDIENCE: Ariel Freytag, a volunteer, and the current Miss Oregon would like to create a free will pantry and would like to have it take place at the Library or HART Center. She feels Harrisburg is a good opportunity and location.

- Thomas asked if it was going to be non-perishable items and Freytag replied yes.
- Klemm asked if has coordinated with local agencies like God's Storehouse? She replied that she has not.
- Mayor Duncan suggested that Freytag bring it back to Council with some information at a later date.
- Mayor Duncan informed Freytag that she was here tonight for another reason as well and explained that the City had been contacted by her mother, Andrea Freytag, about a proclamation announcing June 19, 2022 as being Ariel Freytag Day in the City of Harrisburg. Mayor Duncan read the proclamation as shown in **Addendum 1**. He commented that he remembers Freytag as a child, and that she represents Harrisburg well.

THE MATTER OF APPROVING ORDINANCE NO. 983, "AN ORDINANCE AMENDING HMC 15.05.010, TO ADOPT APPENDIX H, 'SIGNS' AS ALLOWED IN THE 2019 OREGON STRUCTURAL SPECIALTY CODE"

STAFF REPORT: Eldridge stated that this was brought to her attention by our new Building Official, Russell Young who suggested we adopt the sign appendix as changes were made in the structural code in 2019. It will also be placed in the Zoning and Development Code.

June 14, 2022

- Thomas **motioned to approve Ordinance No. 983, “AN ORDINANCE AMENDING HMC 15.05.010, TO ADOPT APPENDIX H, ‘SIGNS’ AS ALLOWED IN THE 2019 STRUCTURAL SPECIALTY CODE”** and was **seconded** by Keaton. **The City Council then voted unanimously to approve Ordinance No. 983, amending HMC 15.05.010**

THE MATTER OF ALLOWING VOLUNTEER WORKER’S COMPENSATION COVERAGE FOR 2022-2023 BY APPROVING RESOLUTION NO. 1262

STAFF REPORT: Ross stated that this resolution is brought before Council every year and that the City is required to approve the Resolution that provides workers compensation coverage to volunteers including, volunteer boards, special event volunteers and Library volunteers.

- Keaton **motioned to approve Resolution No. 1262, “A RESOLUTION EXTENDING WORKERS’ COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF HARRISBURG FOR POLICY YEAR 2022-2023”** and was **seconded** by Klemm. **The City Council then voted unanimously to approve Resolution No. 1262 extending workers’ compensation of the City of Harrisburg for policy year 2022-2023”**

THE MATTER OF A REQUEST FOR THE LIBRARY TO BECOME FINE FREE AFTER A ONE YEAR TRIAL PERIOD

STAFF REPORT: Ross stated that it has been one year since the City Council approved a fine free trial period and part of the condition, was having a tracking system in place. She referred to the stats on page 17-18 of the agenda and commented for this fiscal year 2021/2022, there are 20 lost items that belongs to 9 patrons. She commented on the number of items checked out this fiscal year so far as 5,902, with an average check out duration of 22.9 days. This included 668 E-books checked out through the Oregon Digital Library Consortium. Ross also pointed out that since we began our trial period, there are two Library’s in our consortium, who have become fine free as well as the Springfield and Eugene Public Libraries. Staff recommends City Council approve their request to become fine free effective July 1, 2022.

- Thomas asked when a patron doesn’t return a book, can they still check out items?
Ross replied that if the item has gone into lost mode and has been reordered, they would need to pay for the item, prior to regaining their library privileges.
- Librarian Cheryl Spangler added that the patron receives several notifications informing them of the late materials.
- Ross stated that they receive an email notice 3 days prior the due date reminding them, the first late notice mailed 5 days after due date, the second at 15 days, a third at 30 days and a final at 60 days stating the book is considered lost and will need to be paid for prior to checking out any materials.
- Klemm asked if they pay the replacement value and Ross replied they are charged for the retail value and not our cost.
- Keaton asked about feedback from the patrons and Spangler responded that everyone is excited and glad about it.
- Mayor Duncan asked how you access E-Books, and Ross and Thomas responded it was through the Libby App available on your phone or tablet.
- Spangler informed Council that they have raised over \$3,500 for the mural so far.
 - Thomas **motioned to approve the Harrisburg Public Library become a Fine Free Library effective July 1, 2022 and was seconded** by Klemm. **The City Council then voted unanimously to approve the Harrisburg Public Library become a Fine Free Library effective July 1, 2022.**

June 14, 2022

THE MATTER OF APPROVING AN ‘ASSIGNMENT’ OF THE FRANCHISE AGREEMENT (ORDINANCE NO. 955) FOR MCI METRO ACCESS TRANSMISSION SERVICES CORP. D/B/A VERIZON ACCESS TRANSMISSION TO MCI COMMUNICATIONS SERVICES LLC., AND AUTHORIZING THE CITY ADMINISTRATOR TO CONSENT TO THE ASSIGNMENT AND UPDATED ADDENDUM NO. A

STAFF REPORT: Eldridge informed Council that MCI never signed the Ordinance from 2017, or authorized it and since then, they have changed their name. There was also a problem with the map, included with the ordinance, showing the route of their communication lines as shown on page 36, of the agenda, The correct route was pointed out to be on page 39. Eldridge turned the franchise over to City Attorney David Coulombe to review in October of 2021. The new agreement was received in May of 2022 and Mr. Coulombe felt the language in the Assignment of Franchise, on page 37, was sufficient to sign. Eldridge explained that based on the circumstances behind this Franchise Agreement, it was thought best to assign the franchise to the company that owns the transmission line instead of amending the original ordinance. Eldridge informed Council that the City has been receiving franchise fees this entire time and the rest of the terms to the agreement have not changed. The agreement will be good until June 30, 2037 with two 5-year renewals or opportunities to make changes.

- Klemm asked if the company who had been paying the franchise fee has been informed of whose responsibility it is going forward? Eldridge answered yes.
- Keaton asked if we can't increase our franchise fees during that time. Eldridge responded that we cannot, however, we can terminate the contract.
- Keaton asked what the overall cost of this mistake was between staff and attorneys for both sides. Eldridge responded there was a lot of email correspondence and down time when nothing was happening. She doesn't feel it was bad.
 - Klemm **motioned to authorize the City Administrator to consent to the foregoing agreement and updated addendum A, as shown in Exhibit B and was seconded by Keaton. The City Council then voted unanimously to authorize the City Administrator to consent to the foregoing agreement and updated addendum A, as shown in Exhibit B.**

Klemm used the word “agreement” instead of the word “assignment” in the motion. A second motion is made.

- Klemm **motioned to replace “agreement” with “assignment” was seconded by Thomas. The City Council then voted unanimously to the motion.**

THE MATTER OF DETERMINING THE CITY'S RESPONSE TO MEASURE 109, THE OREGON PSILOCYBIN SERVICES ACT

STAFF REPORT: Eldridge stated the measure passed in 2020 with a vote of 56% and will take effect January 1, 2023. She commented that Psilocybin does have beneficial outcomes for mental health issues, depression, and anxiety. The new law allows manufacturing, delivery, or administration of Psilocybin at licensed facilities. She informed Council that Linn County voted no on Measure 109 and Harrisburg voters were 63% opposed to it. The measure allows cities to prohibit or allow it with time place and manner in their jurisdiction but only before the law goes into effect. It would need to go to this General Election with an August 19, 2022 deadline. Eldridge instructed Council to look at the draft ordinance on page 45 and if they would like to take it to the ballot, she will bring back this issue to adopt the resolution. Eldridge commented that if were going to allow these facilities to exist, we would have the flexibility on stating where they were located and the hours of operation. The third option would be to do nothing, but we would not be able to set up any control in the future.

June 14, 2022

- Mayor Duncan doesn't think Harrisburg is the right place for these facilities.
- Thomas, Keaton and Klemm agree with the Mayor to let the citizens vote on it.
 - The consensus from City Council is to bring the resolution back to the next meeting to refer the measure to the voters.

THE MATTER OF APPROVING THE CONSENT LIST

- Keaton **motioned to approve the consent list and was seconded** by Klemm. **The City Council then voted unanimously to approve the consent list. A motion to approve the consent list approved the following:**
 - **Harrisburg City Council Minutes for March 8, April 12, and April 26, 2022**
 - **The Payment Approval Report for May 2022**
 - **Appointment of Kristi Prozialeck to the Library Board with term ending June 30, 2026**

CITY ADMINISTRATOR VERBAL REPORT

- **SRO-City ARPA Funding:** In response to the recent school shooting in Uvalde, Mayor Duncan stated that he has no faith in the Government to do something about the safety of our schools at this time. He recently spoke with Harrisburg School Administrator, Brian Starr about the possibility of hiring a School Resource Officer and was told the School District could not afford the yearly cost of \$80,000 to \$90,000. Mayor Duncan was hoping that the City would be able to use some of the American Relief Program Act (ARPA) funds and split the cost with them.
 - Nelson asked for how long? Mayor Duncan responded, one year.
 - Eldridge commented that we currently have \$485,000 of ARPA funding available. It would be better if they could cover half of the cost.
 - Thomas asked if the School District would even be able to find the funding?
 - Mayor Duncan said he would speak with Starr and bring this back to a future meeting.
- **Zoning & Development Code:** Eldridge hopes to have it back in July and bring to the August meeting. The next half of the code will be heard by the Planning Commission next week.
- **Pictures of City Council:** Eldridge would like to get updated pictures of the Mayor and City Council and suggested maybe the riverfront or gazebo. She will send out an email and select a date.
- **HRA-Agreement:** Eldridge hopes to have more information at the June 28th City Council meeting about the potential agreement with Elaine Howard. She has some questions that need to be answered first, but we think we can get some funding based on adding the water plant to the HRA Boundaries.
- **HAZMAT:** Eldridge referred to the emergency calling card presented to the Mayor and City Council and explained the proper chain of command for an emergency.
 - Scholz mentioned that it was taken four years of putting this exercise together and it will take place this Thursday and will include around 50 agencies participating in the training. He stated that if you are signed up with Linn Benton Alerts, you will get a notification on your cell phone. They will send out a reversed 911 call Thursday morning and it should begin around 8am and end by noon. The public is welcome to come down by BN Park to watch the event.

June 14, 2022

- Eldridge stated there will be information available on the City Website and Facebook page about the event.

OTHER ITEMS

- Nelson informed Council that the interest rate fund has gone from .875% to .9%
- Mayor Duncan was asked by Andrea Freytag to take a photo with Ms. Oregon, Ariel Freytag.

ADJOURN: With no further discussion, the City Council meeting adjourned at the hour of 7:44pm for the HRA Board Meeting to begin.

Mayor

City Recorder

UNAPPROVED



Mayor's Proclamation

Announcing June 19, 2022
as being Arielle Freytag Day in the
City of Harrisburg.

Whereas, Arielle Freytag has recently been crowned Miss Oregon USA, and will be competing at the prestigious and globally recognized Miss USA pageant, and in addition, having won the Miss Oregon 2014 International Junior Miss Competition, and Miss Oregon 2019 for National American Miss Competition; and,

Whereas, Arielle has spent almost 26 years of service of her life dedicated to public service, including holding fundraisers in Harrisburg for the September 11th tragedies, providing stuffed animals for children affected, dog bones for rescue dogs, and boots/work gloves for rescue workers, delivering the donations to New York, and,

Whereas, Arielle served as part of the Harrisburg delegation that went to Anaheim, CA to represent Harrisburg as an All-America City Finalist in 2006, and,

Whereas, Arielle has still found time to be her mother's caretaker, as well as serving as the Vice-President of the H.A.R.T. Community Center and has shown that her loyal and dedicated service is in effect a service to all citizens of Harrisburg.

Now, Therefore, I, Robert C. Duncan, Mayor of the City of Harrisburg, name June 19th, 2022 as Arielle Freytag Day in Harrisburg.

Attest:

A handwritten signature in black ink, appearing to read "Lori Ross".

Lori Ross
City Recorder

A handwritten signature in black ink, appearing to read "Robert C. Duncan".

Robert Duncan
Mayor

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
3901						
3901	Amanda Pelkey	JUNE 2022	Reimbursement	06/30/2022	100.00	24-60-2800
Total 3901:					100.00	
1206						
1206	Analytical Lab & Consultants	148870	Water Testing	06/01/2022	280.00	51-65-4200
1206	Analytical Lab & Consultants	148992	Water Testing	06/07/2022	178.00	52-65-4200
1206	Analytical Lab & Consultants	149073	Water Testing	06/09/2022	229.00	51-65-4200
1206	Analytical Lab & Consultants	149181	Water Testing	06/14/2022	69.00	52-65-4200
1206	Analytical Lab & Consultants	149379	Water Testing	06/20/2022	203.00	52-65-4200
1206	Analytical Lab & Consultants	149655	Water Testing	06/30/2022	94.00	52-65-4200
1206	Analytical Lab & Consultants	149908	Water Testing	07/14/2022	229.00	51-65-4200
1206	Analytical Lab & Consultants	149909	Water Testing	07/14/2022	297.00	52-65-4200
1206	Analytical Lab & Consultants	150065	Water Testing	07/19/2022	203.00	52-65-4200
Total 1206:					1,782.00	
2225						
2225	B & I Hardware & Rental	540769	P/W Misc Supplies.	06/25/2022	16.16	10-72-6700
Total 2225:					16.16	
3693						
3693	Branch Engineering Inc	00018448	Engineering Services	07/22/2022	30,092.81	51-78-8015
3693	Branch Engineering Inc	00018449	Engineering Services	07/22/2022	3,550.00	11-60-7975
3693	Branch Engineering Inc	00018450	Engineering Services	07/22/2022	5,190.00	11-60-7975
3693	Branch Engineering Inc	00018451	Engineering Services	07/22/2022	1,060.00	10-41-4000
Total 3693:					39,892.81	
3697						
3697	Brewer and Coulombe, PC	502761	Attorney Fees	06/13/2022	575.00	10-42-2700
3697	Brewer and Coulombe, PC	502789	Attorney Fees	06/30/2022	350.00	10-42-2500
Total 3697:					925.00	
3788						
3788	Cameron McCarthy Landscape	00413	OPRD Grant	06/15/2022	7,473.50	61-70-7500
Total 3788:					7,473.50	
1055						
1055	Caselle, Inc.	117789	Software Support Agreement	07/01/2022	18,251.00	40-65-8010
Total 1055:					18,251.00	
3773						
3773	CenturyLink	JUNE 2022	Phone Bill	06/26/2022	41.61	52-65-3500
3773	CenturyLink	JUNE 2022	Phone Bill	06/26/2022	45.26	52-65-3500
3773	CenturyLink	JUNE 2022	Phone Bill	06/26/2022	43.71	51-65-3500
3773	CenturyLink	JUNE 2022	Phone Bill	06/26/2022	41.42	51-65-3500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3773	CenturyLink	JUNE 2022	Phone Bill	06/26/2022	45.26	52-65-3500
3773	CenturyLink	JUNE 2022	Phone Bill	06/26/2022	40.06	52-65-3500
3773	CenturyLink	JUNE 2022	Phone Bill	06/26/2022	45.26	52-65-3500
3773	CenturyLink	JUNE 2022	Phone Bill	06/26/2022	41.42	10-69-3500
3773	CenturyLink	JUNE 2022	Phone Bill	06/26/2022	41.61	52-65-3500
Total 3773:					385.61	
1290						
1290	CIS	PO-HAR-I2022	Insurance Premiums	07/05/2022	15,117.69	10-43-2000
1290	CIS	PO-HAR-I2022	Insurance Premiums	07/05/2022	10,466.09	11-42-2200
1290	CIS	PO-HAR-I2022	Insurance Premiums	07/05/2022	16,280.58	51-60-2300
1290	CIS	PO-HAR-I2022	Insurance Premiums	07/05/2022	16,280.58	52-60-2300
Total 1290:					58,144.94	
3914						
3914	City of Coburg	2022QRT2	Law Enforcement Services	06/30/2022	6,720.00	10-66-3050
Total 3914:					6,720.00	
4002						
4002	CivicPlus LLC	234812	Meeting Software	07/25/2022	3,400.00	10-60-2900
Total 4002:					3,400.00	
2939						
2939	Cobalt Computer Services, Inc.	23363	Computer Service	06/30/2022	251.75	40-65-8015
2939	Cobalt Computer Services, Inc.	23462	Computer Service	06/30/2022	1,725.00	40-65-8050
2939	Cobalt Computer Services, Inc.	23548	Computer Hardware	07/20/2022	25.00	40-65-8015
Total 2939:					2,001.75	
3348						
3348	Code Publishing, Inc.	GC00117266	Web Hosting	07/01/2022	675.00	10-60-2900
Total 3348:					675.00	
2720						
2720	Comcast	JULY 2022	Internet Service	07/01/2022	324.67	10-60-2000
2720	Comcast	JULY 2022 LIB	Internet Service	07/01/2022	146.85	24-60-2525
2720	Comcast	JULY 2022 PW	Internet Service	07/01/2022	74.92	51-65-3550
2720	Comcast	JULY 2022 PW	Internet Service	07/01/2022	74.93	52-65-3550
Total 2720:					621.37	
1210						
1210	Conser Quarry Company	92152	Gravel	06/30/2022	174.02	51-65-2400
Total 1210:					174.02	
3998						
3998	CWRC	112	Membership Dues	07/07/2022	1,000.00	10-63-2100
Total 3998:					1,000.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3913						
3913	DataBar Inc	256776	W/S Utility Statements	06/30/2022	199.64	51-74-2200
3913	DataBar Inc	256776	W/S Utility Statements	06/30/2022	199.64	52-74-2200
3913	DataBar Inc	256777	W/S Utility Statements	06/30/2022	160.50	51-74-2200
3913	DataBar Inc	256777	W/S Utility Statements	06/30/2022	160.50	52-74-2200
3913	DataBar Inc	256879	W/S Utility Statements	06/30/2022	77.50	51-74-2200
3913	DataBar Inc	256879	W/S Utility Statements	06/30/2022	77.50	52-74-2200
3913	DataBar Inc	257243	W/S Utility Statements	07/20/2022	349.84	51-74-2200
3913	DataBar Inc	257243	W/S Utility Statements	07/20/2022	349.83	52-74-2200
Total 3913:					1,574.95	
3966						
3966	DCBS Fiscal Services	JUNE 2022	State Surcharge - Building/Electric	06/30/2022	554.62	26-70-1050
3966	DCBS Fiscal Services	JUNE 2022	State Surcharge - Building/Electric	06/30/2022	47.52	27-70-1050
Total 3966:					602.14	
2120						
2120	Enviro-Clean Equipment, Inc.	22-57919	Misc P/W Exp	07/11/2022	544.52	11-45-3000
Total 2120:					544.52	
3979						
3979	ES&A Sign and Awning	33764CO1	Welcome to Harrisburg Sign	05/31/2022	1,532.15	10-41-3700
Total 3979:					1,532.15	
1946						
1946	Ferguson Waterworks	1093207-1	P/W Misc. Expense	06/07/2022	2,295.00	51-78-7400
1946	Ferguson Waterworks	1093207-1	P/W Misc. Expense	06/07/2022	2,295.00	52-78-7400
1946	Ferguson Waterworks	1093207-2	P/W Misc. Expense	06/15/2022	4,505.00	51-78-7400
1946	Ferguson Waterworks	1093207-2	P/W Misc. Expense	06/15/2022	4,505.00	52-78-7400
Total 1946:					13,600.00	
2468						
2468	Forslund Crane Service	C28288	Crane Services	06/27/2022	760.00	51-65-2400
Total 2468:					760.00	
1947						
1947	H & J Construction, Inc.	5186	P/W Misc Expense	06/30/2022	1,960.64	11-44-6000
Total 1947:					1,960.64	
3871						
3871	Hagan Hamilton Insurance	2022	Insurance	07/01/2022	1,500.00	10-43-2000
Total 3871:					1,500.00	
3808						
3808	HART Community Center Inc	JULY 2022	City Donation	07/01/2022	20,000.00	10-87-2000
Total 3808:					20,000.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
2271						
2271	Home Comfort Heating & A/C	27527461	City Hall Heat System	06/27/2022	650.37	10-72-4000
Total 2271:					650.37	
1220						
1220	Hurd's Custom Machinery, Inc.	34465	Public Works Supplies	06/03/2022	153.99	10-72-6700
1220	Hurd's Custom Machinery, Inc.	34736	Public Works Supplies	06/29/2022	11.47	10-72-6700
Total 1220:					165.46	
3968						
3968	Junction City	JUNE 2022	Building/Electrical Permit Fees	06/30/2022	3,752.61	26-70-1000
3968	Junction City	JUNE 2022	Building/Electrical Permit Fees	06/30/2022	257.40	27-70-1000
Total 3968:					4,010.01	
3996						
3996	Katherine Hansen	701221	Reimbursement	07/01/2022	108.97	24-60-2800
Total 3996:					108.97	
3683						
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	20.00	10-63-2000
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	23.21	24-60-3050
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	12.87	24-60-2000
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	10.00	10-53-2200
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	18.00	24-60-3050
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	33.00	10-53-2200
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	65.75	24-60-3050
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	108.21	24-60-3050
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	219.97	10-72-4000
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	165.67	11-45-2100
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	51.38	10-72-4000
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	56.84	11-45-2100
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	544.99	51-65-2400
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	350.00	10-72-6700
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	45.38	11-44-6100
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	4.29	51-65-4600
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	4.28	52-65-4600
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	995.94	25-65-2000
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	7.99	11-43-2000
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	54.99	25-65-2600
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	115.78	10-60-2300
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	23.79	10-53-2200
3683	Keybank N.A.	JUNE 2022	Misc Credit Card Charges	06/21/2022	14.44	10-53-2200
Total 3683:					2,946.77	
3995						
3995	Kristi Prozialeck	JUNE 2022	Reimbursement	06/30/2022	9.00	24-60-2800
Total 3995:					9.00	
1014						
1014	League of Oregon Cities	2022-200262	Annual Dues	07/01/2022	3,438.52	10-66-4000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 1014:					3,438.52	
3957						
3957	Library Ideas LLC	90374	Books	07/07/2022	255.00	24-60-2000
Total 3957:					255.00	
3832						
3832	Linn County Environmental Health	JULY 2022	License	07/28/2022	10.00	23-70-2500
Total 3832:					10.00	
3819						
3819	Linn County Treasurer	MAY 2022	Court Revenue Payout	07/14/2022	222.47	10-42-2200
Total 3819:					222.47	
3970						
3970	M.L. Houck Construction Co	21-009C	Construction	06/30/2022	154,460.77	11-60-7975
3970	M.L. Houck Construction Co	21-009C	Construction	06/30/2022	156,000.00	11-60-7800
3970	M.L. Houck Construction Co	21-009C	Construction	06/30/2022	59,920.00	25-70-8000
Total 3970:					370,380.77	
4000						
4000	McKayla Marie Webb	62149	Performance Contract	07/18/2022	1,000.00	23-70-2500
Total 4000:					1,000.00	
3292						
3292	Mid-Valley Tractor	174459	Misc P/W Exp	07/18/2022	288.30	10-72-6700
Total 3292:					288.30	
3894						
3894	Mitel	40491179	Phone Bill	07/01/2022	115.89	10-69-3500
3894	Mitel	40491179	Phone Bill	07/01/2022	25.21	24-60-2500
3894	Mitel	40491179	Phone Bill	07/01/2022	115.88	51-65-3500
3894	Mitel	40491179	Phone Bill	07/01/2022	115.88	52-65-3500
Total 3894:					372.86	
3873						
3873	NAPA Auto Parts	817-658112	Misc P/W Exp	06/17/2022	56.10	10-72-6700
Total 3873:					56.10	
1482						
1482	Nation's Mini-Mix, Inc.	210350	Concrete	07/12/2022	238.00	11-44-6000
Total 1482:					238.00	
2644						
2644	Net Assets	54-202206	Lien Searches	06/30/2022	98.00	10-53-2250

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 2644:					98.00	
1102						
1102	NW Natural Gas Co.	JULY 2022	Utilities	07/11/2022	16.06	10-69-2000
1102	NW Natural Gas Co.	JULY 2022 P/	Utilities	07/11/2022	19.82	51-65-2700
1102	NW Natural Gas Co.	JULY 2022 PU	Utilities	07/12/2022	48.70	52-65-2700
Total 1102:					84.58	
1245						
1245	One Call Concepts, Inc.	2060393	Locates	06/30/2022	13.20	51-65-4600
1245	One Call Concepts, Inc.	2060393	Locates	06/30/2022	13.20	52-65-4600
Total 1245:					26.40	
1582						
1582	Oregon Cascades West COG	23DUESHARR	Membership Dues	07/13/2022	4,712.35	10-66-2000
Total 1582:					4,712.35	
1033						
1033	Oregon Department of Revenue	MAY 2022	Court Revenue Payout	07/14/2022	800.67	10-42-2200
Total 1033:					800.67	
1862						
1862	Oregon DMV	L0035687524	Record Inquiry	06/30/2022	2.85	10-42-2800
Total 1862:					2.85	
3963						
3963	OverDrive, Inc.	H-0086572	Digital Library	07/01/2022	4,567.80	24-60-3200
Total 3963:					4,567.80	
1079						
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	43.12	52-65-2600
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	21.74	10-69-2500
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	7.89	10-69-3000
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	293.46	10-69-2500
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	18.69	10-69-2500
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	35.48	10-69-2500
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	57.31	10-69-2500
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	384.50	10-69-2500
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	55.68	52-65-2600
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	63.05	52-65-2600
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	1,015.24	52-65-2600
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	43.68	52-65-2600
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	25.56	52-65-2600
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	36.34	52-65-2600
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	28.19	10-72-6700
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	477.52	25-65-2500
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	19.48	25-65-2500
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	47.38	25-65-2500
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	94.75	10-69-3000
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	63.16	10-69-3000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	24.41	10-69-3000
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	390.60	10-69-3000
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	71.05	10-69-3000
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	1,032.12	10-69-3000
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	35.35	10-69-3000
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	97.42	10-69-3000
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	197.37	10-69-3000
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	21.64	10-69-3000
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	367.94	10-69-3000
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	34.24	11-44-2000
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	3,464.91	51-65-2600
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	1,038.33	51-65-2600
1079	Pacific Power & Light Company	JUNE 2022	UTILITIES	07/20/2022	135.59	51-65-2600
Total 1079:					9,743.19	
1814						
1814	Peterson CAT	E3607701	Public Works Supplies	06/30/2022	209,542.00	51-78-8015
1814	Peterson CAT	SW290077466	Public Works Supplies	06/30/2022	426.29	51-65-2500
1814	Peterson CAT	SW290077466	Public Works Supplies	06/30/2022	426.29	52-65-2500
Total 1814:					210,394.58	
3997						
3997	Quinton Sheridan	7.04.22	Reimbursement	07/04/2022	47.00	24-60-2800
Total 3997:					47.00	
3959						
3959	SAIF Corporation	100954551	Worker's Compensation	07/01/2022	2,649.14	10-40-1510
3959	SAIF Corporation	100954551	Worker's Compensation	07/01/2022	1,625.24	11-41-1510
3959	SAIF Corporation	100954551	Worker's Compensation	07/01/2022	276.29	24-41-1510
3959	SAIF Corporation	100954551	Worker's Compensation	07/01/2022	5,850.85	51-55-1510
3959	SAIF Corporation	100954551	Worker's Compensation	07/01/2022	5,850.85	52-55-1510
3959	SAIF Corporation	8634165D	Worker's Compensation	06/30/2022	245.00	52-55-1510
3959	SAIF Corporation	8634165D	Worker's Compensation	06/30/2022	244.99	51-55-1510
Total 3959:					16,742.36	
3582						
3582	Sierra Springs	21792967 0723	Bottled Water	07/23/2022	77.45	10-53-2200
Total 3582:					77.45	
2124						
2124	Skip Tracer & Lads	15806	Misc. P/W Expense	07/18/2022	2,525.00	10-72-6700
Total 2124:					2,525.00	
3960						
3960	SMARSH, Inc.	INV00715961	Social Media Archive Program - A	07/01/2022	2,000.00	40-65-8015
Total 3960:					2,000.00	
3999						
3999	South Valley Automotive \$ Custo	9286	Public Works Misc	07/13/2022	67.90	11-45-2100
3999	South Valley Automotive \$ Custo	9286	Public Works Misc	07/13/2022	79.21	51-73-2100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3999	South Valley Automotive \$ Custo	9286	Public Works Misc	07/13/2022	79.21	52-73-2100
Total 3999:					226.32	
2927						
2927	Staples Business Advantage	3510523040	Office Supplies	06/17/2022	.52	10-60-2300
2927	Staples Business Advantage	3510523040	Office Supplies	06/17/2022	.52	51-74-2400
2927	Staples Business Advantage	3510523040	Office Supplies	06/17/2022	.52	52-74-2400
2927	Staples Business Advantage	3511130121	Office Supplies	06/25/2022	7.88	10-60-2300
2927	Staples Business Advantage	3511130121	Office Supplies	06/25/2022	7.88	51-74-2400
2927	Staples Business Advantage	3511130121	Office Supplies	06/25/2022	7.88	52-74-2400
2927	Staples Business Advantage	3511306935	Office Supplies	06/29/2022	33.37	10-60-2300
2927	Staples Business Advantage	3511306935	Office Supplies	06/29/2022	33.36	51-74-2400
2927	Staples Business Advantage	3511306935	Office Supplies	06/29/2022	33.36	52-74-2400
2927	Staples Business Advantage	3511720665	Office Supplies	06/30/2022	13.37	10-60-2300
2927	Staples Business Advantage	3511720665	Office Supplies	06/30/2022	13.36	51-74-2400
2927	Staples Business Advantage	3511720665	Office Supplies	06/30/2022	13.36	52-74-2400
2927	Staples Business Advantage	3512410714	Office Supplies	07/09/2022	21.26	10-60-2300
2927	Staples Business Advantage	3512410714	Office Supplies	07/09/2022	21.25	51-74-2400
2927	Staples Business Advantage	3512410714	Office Supplies	07/09/2022	21.25	52-74-2400
Total 2927:					229.14	
1144						
1144	Suzan Jackson	218	Janitor Services	07/31/2022	630.00	10-72-4100
1144	Suzan Jackson	218	Janitor Services	07/31/2022	420.00	10-72-4100
Total 1144:					1,050.00	
3243						
3243	Synergy Security Solutions	12342	City Hall Monitoring	07/01/2022	449.67	10-72-4000
3243	Synergy Security Solutions	12343	Municipal Center Monitoring	07/01/2022	588.00	10-72-4000
3243	Synergy Security Solutions	12344	Sewer Plant Security Monitoring	07/01/2022	444.00	52-65-3000
3243	Synergy Security Solutions	12345	Water Plant Security Monitoring	07/01/2022	444.00	51-65-3000
3243	Synergy Security Solutions	12584	City Hall Monitoring	06/27/2022	150.00	10-72-4000
3243	Synergy Security Solutions	12585	City Hall Monitoring	07/07/2022	1,855.00	10-72-4000
Total 3243:					3,930.67	
3815						
3815	The Franklin Press	27752	Court Supplies	07/27/2022	473.50	10-42-2800
Total 3815:					473.50	
3937						
3937	The Keyhole Locksmith	94621	Locksmith Service	07/13/2022	200.00	10-72-4000
Total 3937:					200.00	
4001						
4001	Up the Creek Cutting & Excavatio	948	Tree Removal	07/20/2022	9,199.92	56-60-2300
Total 4001:					9,199.92	
3663						
3663	Water & Sewer Deposit Refund	#1061.05	Utility Billing Overpayment	07/06/2022	70.75	01-1075
3663	Water & Sewer Deposit Refund	#1061.05A	Utility Billing Overpayment	07/27/2022	90.84	01-1075

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3663	Water & Sewer Deposit Refund	#1092.02	Utility Billing Overpayment	07/25/2022	103.24	01-1075
3663	Water & Sewer Deposit Refund	#11699.03	Utility Billing Overpayment	07/22/2022	47.82	01-1075
3663	Water & Sewer Deposit Refund	#556.13A	Utility Billing Overpayment	07/25/2022	23.63	01-1075
3663	Water & Sewer Deposit Refund	#94.03	Utility Billing Overpayment	07/19/2022	4.50	01-1075
3663	Water & Sewer Deposit Refund	#962.09	Utility Billing Overpayment	07/07/2022	6.13	01-1075
3663	Water & Sewer Deposit Refund	#962.09A	Utility Billing Overpayment	07/19/2022	6.13	01-1075
Total 3663:					353.04	
2661						
2661	WCP Solutions	12856199	Office Supplies	07/19/2022	97.05	10-72-6700
Total 2661:					97.05	
1239						
1239	WECO	CP-002000334	PW Gas Exp	06/30/2022	804.82	11-45-2000
1239	WECO	CP-002000334	PW Gas Exp	06/30/2022	938.95	51-73-2000
1239	WECO	CP-002000334	PW Gas Exp	06/30/2022	938.96	52-73-2000
Total 1239:					2,682.73	
Grand Totals:					838,054.76	

Payment Approval Report
Expense Account Key

Dated: _____

Mayor: _____

City Council: _____

	Fund Number	G.L. Number Acct
General Fund	10	10-XX- XXXX
Street Fund	11	11-XX- XXXX
CED Fund	23	23-XX- XXXX
Library Fund	24	24-XX- XXXX
Storm Fund	25	25-XX- XXXX
Building Permit Fund	26	26-XX- XXXX
Electrical Permit Fund	27	27-XX- XXXX
Debt Services Fund	30	30-XX- XXXX
Office Equip. Fund	40	40-XX- XXXX
Equipment Fund	41	41-XX- XXXX
Water Fund	51	51-XX- XXXX
Sewer Fund	52	52-XX- XXXX
Sewer Resv Fund	56	56-XX- XXXX

Report Criteria:

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

Code	Description	Count	Amount	GL Account
Court Costs				
AF	ATTORNEY FEE	2	64.71	
CF	COLLECTION FEE	5	147.07	
COSTS	COURT COSTS	4	272.52	
COURT FEE	CF	3	200.00	
DEF-ADJUD	DEF ADJUDICATION	9	1,405.00	
LPF	LATE PAYMENT FEE	2	12.07	
PA	PAYMENT ARRANGEMENT- FEE	2	10.29	
SCF	SHOW CAUSE FEE	4	7.63	
SUSP	SUSPENSION FEE	6	31.26	
WF	WARRANT FEE	4	18.58	
Total Court Costs:		41	2,169.13	
Fines				
DISM	CHARGE DISMISSED	1	199.00	
GBD	GUILTY BY DEFAULT	6	758.00	
GUILTY	FOUND GUILTY	9	671.16	
GUILTY NT	FOUND GUILTY	1	19.71	
Total Fines:		17	1,647.87	
Surcharges				
COUNTY	COUNTY ASSESSMENT	6	80.64	
DIV STATE	STATE ASSESSMENT	1	70.00	
STATE	STATE ASSESSMENT	11	336.79	
Total Surcharges:		18	487.43	
Grand Totals:		76	4,304.43	

Report Criteria:

Agency	Case Number	Citation Numbers	Violation Date	Primary Offense	Location
LCSO	22-T-0171	217500	07/05/2022	DRIVE WHILE SUSPENDED/REVOKED	799 S 3RD ST/ S 2ND ST
LCSO	22-T-0173	217587	07/12/2022	FAILURE TO USE SAFETY BELT	538 N 7TH ST
LCSO	22-T-0174	217590	07/12/2022	FAILURE TO USE SAFETY BELT	732 S 3RD ST
LCSO	22-T-0175	217615	07/13/2022	DRIVING WHILE UNINSURED	299 S 4TH ST/MACY ST
COBURG PD	22-T-0178	C6323	07/13/2022	VIOLATING DESIGNATED SPEED 11-20 MPH OVER OVER 65 MPH	6TH STREET & SOMMERVILLE LOOP
LCSO	22-T-0176	217620	07/14/2022	FAIL TO REGISTER VEHICLE	699 S 6TH ST/LASALLE ST
LCSO	22-M-0031	217621	07/14/2022	INTERFERE W/ PEACE OFFICER	699 S 6TH ST/ LASALLE ST
COBURG PD	22-T-0179	C5302	07/15/2022	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	TERRITORIAL RD & 7TH ST
LCSO	22-T-0177	217665	07/18/2022	DWS; DRIVING UNINSURED; ALTERED PLATES; FTR VEHICLE	499 N 6TH ST/DEMPSEY ST
LCSO	22-T-0180	217707	07/21/2022	VIOLATING BASIC RULE (11-20) OVER	199 S 6TH ST/PRICEBORO DR
LCS	22-M-0032	217775	07/27/2022	CRIMINAL MISCHIEF II	N3RD ST/ SMITH ST
LCS	22-M-0033	22-M-0033	07/27/2022	DISORDERLY CONDUCT II	955 S 9TH ST
COBURG PD	22-T-0181	1751	07/28/2022	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	7TH/ TERRITORIAL ST

Grand Totals:

13 CITATIONS ISSUED FOR A TOTAL OF 16 OFFENSES