



City Council Business Meeting Agenda  
November 10, 2020  
6:30 PM

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Mayor: Robert Duncan  
Council President: Mike Caughey  
Councilors: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, and  
Charlotte Thomas.  
Meeting Location: Harrisburg Municipal Center 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/Assistant City Administrator Michele Eldridge, at 541-995-6655*
8. *Meetings are held in a facility that is disinfected. Masks are required if there are 10 or more people in the room. Seating is set with 6' physical separation in mind.*
9. *If you wish to testify, and are unable to attend due to the Coronavirus Pandemic, please contact the City Recorder to be placed on a Conference Call list during the meeting.*

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

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

**1. THE MATTER OF MEETING WITH A REPRESENTATIVE FROM LCSO.**

**STAFF REPORT:**

Exhibit A: If the City Report and Contract Reports are provided to the City prior to when the agenda is compiled, the reports will be attached to this staff report.

**ACTION: Discussion only**

**RESOLUTIONS**

**2. THE MATTER OF AMENDING CITY COUNCIL PROCEDURAL RULES AND GOVERNANCE POLICIES BY ADOPTING RESOLUTION NO. 1247**

**STAFF REPORT:**

Exhibit A: Existing Rules and Policies with proposed amendments in Red

Exhibit B: Resolution No. 1247

**ACTION: I MOVE TO APPROVE RESOLUTION NO. 1247, "A RESOLUTION TO AMEND THE PROCEDURAL RULES & GOVERNANCE POLICIES FOR THE CITY COUNCIL AND TO REPEAL RESOLUTION NO. 1156."**

**NEW BUSINESS**

**3. THE MATTER OF AN INFORMATION UPDATE FROM CITY FRANCHISEE REPUBLIC SERVICES**

**STAFF REPORT:**

Exhibit A: Materials supplied by Republic Services

**ACTION: No motion/action – information only**

**4. THE MATTER OF HEARING A REPORT FROM OREGON RAIN**

**STAFF REPORT:**

Exhibit A: Oregon Rain Activity Report through June 30, 2020

**ACTION: NO MOTION/ACTION - INFORMATION ONLY**

**5. THE MATTER OF ADOPTING AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE CITIES OF HARRISBURG AND JUNCTION CITY FOR THE PURPOSE OF ESTABLISHING JOINT ADMINISTRATION AND INSPECTION SERVICES FOR BUILDING, PLUMBING, MECHANICAL AND ELECTRICAL PERMITS WITHIN THE CITY OF HARRISBURG.**

**STAFF REPORT:**

Exhibit A: Draft IGA

**ACTION: MOTION TO APPROVE THE PROPOSED INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN HARRISBURG AND JUNCTION CITY FOR THE PURPOSES OF PROVIDING BUILDING, PLUMBING, MECHANICAL AND ELECTRICAL CODE ADMINISTRATION, INSPECTIONS AND ENFORCEMENT, AS WELL AS DESIGNATING THE JUNCTION CITY BUILDING OFFICIAL AS THE HARRISBURG BUILDING OFFICIAL. THE EFFECTIVE DATE OF THE IGA SHALL BE JULY 1, 2021 AND CONTINGENT ON OREGON BUILDING CODES DIVISION APPROVAL OF THE IGA AND THE CITY'S 'PROGRAM ADMINISTRATION REQUEST' OF SEPTEMBER 30, 2020.**

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

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

**STAFF REPORT:**

Exhibit A: City Council Minutes for September 15, 2020

Exhibit B: City Council Minutes for September 29, 2020

Exhibit C: Payment Approval Report for October 20, 2020

Exhibit D: Planning Commission Minutes for September 30, 2020

Exhibit E: Personnel Committee Minutes of July 8, 2020

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

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

The City Council Minutes for September 15, and September 29, 2020

The Payment Approval Report for October 2020

**CITY ADMINISTRATOR VERBAL REPORT:**

1. First Responder Appreciation Dinner
2. City Administrator Schedule
3. Planning Project - Update of Subdivision and Zoning Codes

4. CRF Update

**OTHER ITEMS**

**ADJOURN**







**MONTHLY BULLETIN OF DISPATCHED  
CALLS AND CASES  
FOR CONTRACT CITIES**

This Report Encompasses: 10/ 1/20 to 10/31/20

Total Incidents This Month: **179**

Incident Information:	Description
<p>CAD# 2020153784            TIME: 10/1/2020 9:01:57AM            CASE# 2003477            HBRG            CITATION ISSUED</p>	<p>Report Filed. HARRISBURG-DOGS AS PUBLIC NUISANCE Reported At Block Of 500 S 6TH ST Occurred between 0000 hours on 9/21/2020 and 0000 hours on 9/21/2020 .</p> <hr/> <p>issued citation to wolf owner for allowing it to RAL</p>
<p>CAD# 2020153873            TIME: 10/1/2020 12:15:11PM            CASE# CAD Only            HBRG            CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 200 FOUNTAIN ST/S 3RD ST HBRG</p> <hr/> <p>Concerned citizen reported a suspicious vehicle, with no license plates, to the Sheriff's Office. A Deputy investigated and found the vehicle had a temporary permit in the rear window; the vehicle was not listed as stolen.</p>
<p>CAD# 2020153994            TIME: 10/1/2020 3:53:27PM            CASE# CAD Only            HBRG            CAD CALL COMPLETE</p>	<p>TRAFFIC COMPLAINT Reported at Block of 400 N 6TH ST HBRG</p> <hr/> <p>Concerned citizen reported a juvenile riding a small motorcycle on the city streets. The caller was mostly concerned for her safety because she was not wearing a helmet. A Deputy searched the area but did not locate anything matching the description provided.</p>
<p>CAD# 2020154017            TIME: 10/1/2020 4:37:34PM            CASE# CAD Only            HBRG            CAD CALL COMPLETE</p>	<p>HARASSMENT Reported at Block of 300 N 3RD ST HBRG</p> <hr/> <p>Assault was reported to the Sheriff's Office at an Adult Group Home. Deputies investigated and found nothing criminal occurred.</p>
<p>CAD# 2020154104            TIME: 10/1/2020 7:44:02PM            CASE# CAD Only            HBRG            CAD CALL COMPLETE</p>	<p>DISTURBANCE Reported at Block of 200 S 1ST ST HBRG</p> <hr/> <p>Ongoing issue with a resident at a group home.</p>

**Incident Information:****Description**

1.

CAD# 2020154116  
TIME: 10/1/2020 8:16:15PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

911 HANG UP CALL Reported at Block of 600 TERRITORIAL ST HBRG

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Juvenile accidentally dialed 911.

CAD# 2020154133  
TIME: 10/1/2020 8:50:10PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

HARASSMENT Reported at Block of 200 S 1ST ST HBRG

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Duplicate event.

CAD# 2020154150  
TIME: 10/1/2020 9:31:21PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

CITIZEN CONTACT Reported at Block of 100 SMITH ST/N 2ND ST HBRG

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Citizen had some questions about a civil issue.

CAD# 2020154201  
TIME: 10/1/2020 11:33:28PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

THREATS Reported at Block of 200 S 1ST ST HBRG

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Manager of care facility for DHS was concerned about threats made by a client and her boyfriend over a Facebook Live stream. The manager was advised about her options.

CAD# 2020154239  
TIME: 10/2/2020 2:39:50AM  
CASE# CAD Only  
HBRG  
EXTRA PATROL

EXTRA PATROL Reported at Block of 200 S 1ST ST HBRG

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drove thru the area and also parked nearby, nothing suspicious seen.

CAD# 2020154243  
TIME: 10/2/2020 3:13:33AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 800 S 3RD ST HBRG

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The vehicles were UTL GOA at my arrival and left heading south thru the construction zone .



**Incident Information:****Description**

1.

CAD# 2020154263  
 TIME: 10/2/2020 5:21:04AM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 200 N 3RD ST/TERRITORIAL ST HBRG

Operator warned for driving w/out headlights on, DRL on only in fog

CAD# 2020154319  
 TIME: 10/2/2020 9:20:30AM  
 CASE# 2003489  
 HBRG  
 REPORT TAKEN

Report Filed. HARASSMENT PHYSICAL CONTACT/SIMPLE ASSAULT Reported At Block Of 200 S 1ST ST Occurred between 0900 hours on 10/2/2020 and 0920 hours on 10/2/2020

Caller reported a disturbance at a residence. Deputies arrived and investigated. Aurora Davis, 23, of Harrisburg was arrested for Harassment.

CAD# 2020154411  
 TIME: 10/2/2020 11:50:29AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

911 HANG UP CALL Reported at Block of 600 TERRITORIAL ST HBRG

No Public Narrative.

CAD# 2020154444  
 TIME: 10/2/2020 12:47:31PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

THEFT Reported at Block of 200 MCKENZIE CT HBRG

Caller reported a bicycle stolen. However, Deputies found it a few days prior them calling in and seized it as found property. The bicycle was returned to it's rightful owner.

CAD# 2020154539  
 TIME: 10/2/2020 3:31:03PM  
 CASE# 2003499  
 HBRG  
 REPORT TAKEN

Report Filed. ONLINE SEXUAL CORRUPTION OF A CHILD 2 Reported At Block Of 1000 S 6TH ST Occurred between 0800 hours on 9/6/2020 and 2359 hours on 9/8/2020 . Reported:

Caller reported inappropriate sexual conduct between an adult and juvenile. Investigation ongoing.

CAD# 2020154611  
 TIME: 10/2/2020 5:12:53PM  
 CASE# CAD Only  
 HBRG

FOLLOW UP Reported at Block of 500 KESLING ST HBRG

**Incident Information:****Description**

1.

CAD# 2020154782  
TIME: 10/2/2020 11:09:24PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 1000 SIUSLAW ST HBRG

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Deputies notified a homeowner they had left their garage door open in the middle of the night.

CAD# 2020154917  
TIME: 10/3/2020 7:23:36AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 800 S 9TH ST HBRG

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No Public Narrative.

CAD# 2020154977  
TIME: 10/3/2020 10:18:46AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 900 LASALLE ST HBRG

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No Public Narrative.

CAD# 2020155004  
TIME: 10/3/2020 11:31:12AM  
CASE# CAD Only  
HBRG  
HARRISBURG

PHONE HARASSMENT Reported at Block of 900 HEATHER TURN HBRG

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Deputies spoke with a woman who was receiving harassing phone calls. The suspect was warned for telephonic harassment.

CAD# 2020155019  
TIME: 10/3/2020 12:13:26PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 1000 S 6TH ST HBRG

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No Public Narrative.

CAD# 2020155329  
TIME: 10/3/2020 10:35:30PM  
CASE# CAD Only  
HBRG  
HARRISBURG

TRAFFIC STOP Reported at Block of 200 N 7TH ST/TERRITORIAL ST HBRG

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Driver issued a citation for speed. 40/25.

## Incident Information:

## Description

1.

CAD# 2020155398  
 TIME: 10/4/2020 1:03:49AM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

DISTURBANCE Reported at Block of 200 CLAY CT HBRG

Deputies responded to a verbal disagreement between a man and woman who live together. The male was willing to leave and spend the night at a hotel for the evening. No crimes were committed.

CAD# 2020155430  
 TIME: 10/4/2020 2:49:10AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 200 CLAY CT HBRG

Deputies contacted a woman about an ongoing verbal dispute with her boyfriend. No crimes committed.

CAD# 2020155512  
 TIME: 10/4/2020 9:09:49AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 900 LASALLE ST HBRG

No Public Narrative.

CAD# 2020155539  
 TIME: 10/4/2020 10:18:52AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

DOG COMPLAINT Reported at Block of 1000 APPLGATE PL HBRG

Barking dog complaint.

CAD# 2020155596  
 TIME: 10/4/2020 12:13:01PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

DOG COMPLAINT Reported at Block of 1000 APPLGATE PL HBRG

Deputies contacted a man about a barking complaint. He said he spoke with the neighbor and the issue has now been resolved

CAD# 2020155728  
 TIME: 10/4/2020 4:34:18PM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

DOG COMPLAINT Reported at Block of 600 N 8TH ST HBRG

I responded to a report of a dog getting loose. I spoke with the homeowner and explained the Oregon statute and Harrisburg city ordinance for dog at large.

**Incident Information:****Description**

1.

CAD# 2020155813  
 TIME: 10/4/2020 7:32:23PM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

SUSPICIOUS CIRCUMSTANCE Reported at Block of 300 N 3RD ST HBRG

Deputies responded to a resident of a group home who had run away. The resident had returned before our arrival. No further action.

CAD# 2020155924  
 TIME: 10/5/2020 12:18:47AM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

TRAFFIC STOP Reported at Block of 600 TERRITORIAL ST/N 7TH ST HBRG

Driver given a warning for an equipment violation.

CAD# 2020156031  
 TIME: 10/5/2020 8:28:38AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 700 N 9TH ST/E LADINO PL HBRG

Suspicious motorcycle was reported in a Harrisburg neighborhood, then the motorcycle left. A Deputy searched the area but was unable to locate a motorcycle. The Deputy called the reporting person to get a more detailed description, but the phone was turned off.

CAD# 2020156084  
 TIME: 10/5/2020 9:46:10AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 100 SMITH ST HBRG

Follow up regarding a telephonic harassment case was conducted.

CAD# 2020156088  
 TIME: 10/5/2020 9:53:15AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

THREATS Reported at Block of 200 S 6TH ST HBRG

Female juvenile was reported to have been bullying another child. Both the school and a Deputy spoke with the offender's family.

CAD# 2020156154  
 TIME: 10/5/2020 11:41:13AM  
 CASE# 2003529  
 HBRG  
 REPORT TAKEN

Report Filed. PROPERTY, FOUND Reported At Block Of 100 SMITH ST Occurred between 1005 hours on 10/5/2020 and 1005 hours on 10/5/2020 . Reported: 10/5/2020 Officer

Citizen provided a found debit card to the City Hall. The City employee provided a Deputy with the found property. The debit card will be entered into the Sheriff's Office Evidence.

**Incident Information:****Description**

1.

CAD# 2020156236  
 TIME: 10/5/2020 1:58:31PM  
 CASE# 2003532  
 HBRG  
 REPORT TAKEN

Report Filed. CANCELLED REPORT Reported At Block Of 500 S 5TH ST Occurred between 1236 hours on 9/27/2020 and 1236 hours on 9/27/2020 . Reported: 10/1/2020 Officer

\$28 theft of mail was reported to the Linn County Sheriff`s Office.

CAD# 2020156243  
 TIME: 10/5/2020 2:07:52PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

TRAFFIC HAZARD Reported at Block of 300 S 3RD ST HBRG

Citizen ran out of gasoline in the middle of Harrisburg. Deputy assisted with refueling the vehicle.

CAD# 2020156248  
 TIME: 10/5/2020 2:12:00PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

CITIZEN CONTACT Reported at Block of 300 S 2ND ST HBRG

Citizen flagged a Deputy down because he wanted his children to meet a Law Enforcement Officer. A Deputy responded and showed the children the patrol vehicle , along with the overhead lights. The children were issued paper stickers, non-criminal.

CAD# 2020156326  
 TIME: 10/5/2020 4:18:12PM  
 CASE# CAD Only  
 HBRG  
 FOLLOW UP COMPLETE

FOLLOW UP Reported at Block of 500 S 6TH ST HBRG

Follow up was conducted for a mail theft in Harrisburg.

CAD# 2020156349  
 TIME: 10/5/2020 4:45:11PM  
 CASE# CAD Only  
 HBRG

911 HANG UP CALL Reported at Block of 400 TERRITORIAL ST HBRG

CAD# 2020156399  
 TIME: 10/5/2020 6:18:12PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

THREATS Reported at Block of 300 MOORE ST HBRG

Male received threats from his ex by email and will now be applying for a Restraining Order.

**Incident Information:**

**Description**

1.

CAD# 2020156507  
 TIME: 10/5/2020 9:57:08PM  
 CASE# CAD Only  
 HBRG  
 FOLLOW UP COMPLETE

FOLLOW UP Reported at Block of 100 MONROE ST HBRG

No Public Narrative.

CAD# 2020156678  
 TIME: 10/6/2020 9:03:34AM  
 CASE# CAD Only  
 HBRG  
 FOLLOW UP COMPLETE

FOLLOW UP Reported at Block of 700 CRIMSON WAY HBRG

Follow up for a previous call for service was conducted in Harrisburg.

CAD# 2020156702  
 TIME: 10/6/2020 9:49:43AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 700 CRIMSON WAY HBRG

Follow up complete. Supp to follow

CAD# 2020156715  
 TIME: 10/6/2020 10:20:18AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 600 N 7TH ST HBRG

Negative contact

CAD# 2020156727  
 TIME: 10/6/2020 10:35:31AM  
 CASE# CAD Only  
 HBRG  
 WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 500 LASALLE ST HBRG

*(73 y.o.) of Harrisburg was issued a warning for a speeding violation on LaSalle St near 6th Street.*

CAD# 2020156830  
 TIME: 10/6/2020 1:34:36PM  
 CASE# CAD Only  
 HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 400 TERRITORIAL ST HBRG

**Incident Information:****Description**

1.

CAD# 2020157066  
 TIME: 10/6/2020 8:08:11PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

TRESPASS Reported at Block of 1000 S 6TH ST HBRG

A husband and wife who were very recently divorced were arguing over property . The male was trespassed from the wife`s new residence and also from the daughters residence who lives next to her mom. This is a civil issue otherwise.

CAD# 2020157068  
 TIME: 10/6/2020 8:08:53PM  
 CASE# CAD Only  
 HBRG

DOMESTIC DISTURBANCE Reported at Block of 1000 S 6TH ST HBRG

No Public Narrative.

CAD# 2020157086  
 TIME: 10/6/2020 8:56:29PM  
 CASE# CAD Only  
 HBRG  
 CITE EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 500 LASALLE ST HBRG

Operator cited for DWS Viol, Operating trailer w/o required lights and warned for Fail to display trailer plate.

CAD# 2020157253  
 TIME: 10/7/2020 6:58:02AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 200 FOUNTAIN ST HBRG

caller wanted to report document information about a custody battle.

CAD# 2020157283  
 TIME: 10/7/2020 8:43:55AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 300 SMITH ST HBRG

No Public Narrative.

CAD# 2020157311  
 TIME: 10/7/2020 9:51:38AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

911 HANG UP CALL Reported at Block of 800 BURTON ST HBRG

Accidental 911 call. A deputy responded and everyone was okay.

**Incident Information:**

**Description**

1.

CAD# 2020157735  
 TIME: 10/7/2020 10:13:17PM  
 CASE# CAD Only  
 HBRG  
 WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 400 N 7TH ST HBRG

Driver given a warning for a speeding violation.

CAD# 2020158144  
 TIME: 10/8/2020 3:08:10PM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

TRAFFIC STOP Reported at Block of 700 DIAMOND HILL DR HBRG

Operator cited for driving while using cell phone.

CAD# 2020158273  
 TIME: 10/8/2020 6:40:01PM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

WELFARE CHECK Reported at Block of 100 S 6TH ST/SMITH ST HBRG

Deputies gave a courtesy ride to a woman in mental health crisis to Peace Health at her request.

CAD# 2020158368  
 TIME: 10/8/2020 9:57:34PM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

TRAFFIC STOP Reported at Block of 100 N 4TH ST/TERRITORIAL ST HBRG

Driver issued a warning for a speeding violation.

CAD# 2020158529  
 TIME: 10/9/2020 8:15:32AM  
 CASE# CAD Only  
 HBRG  
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 400 LASALLE ST/S 5TH ST HBRG

*(79 y.o.) of Harrisburg was issued a warning for a moving violation at 6th/LaSalle.*

CAD# 2020158584  
 TIME: 10/9/2020 10:18:14AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 600 N 7TH ST HBRG

Follow up attempted



**Incident Information:**

**Description**

1.

CAD# 2020158595  
 TIME: 10/9/2020 10:35:51AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

COUNTER TRAFFIC Reported at Block of 100 SMITH ST HBRG

A concerned citizen contacted the Sheriff's Office because an American flag and Trump flag were hung from a railroad crossing arm. Railroad worker arrived on scene and removed the flags.

CAD# 2020158716  
 TIME: 10/9/2020 2:16:03PM  
 CASE# CAD Only  
 HBRG  
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 200 N 3RD ST HBRG

*(68 y.o.) of Harrisburg was issued a warning for a moving violation near Macy and 3rd.*

CAD# 2020158806  
 TIME: 10/9/2020 5:04:09PM  
 CASE# CAD Only  
 HBRG  
 WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 200 LASALLE ST/S 3RD ST HBRG

*(19 y.o.) of Harrisburg was issued a warning for a speeding violation on LaSalle St.*

CAD# 2020158861  
 TIME: 10/9/2020 6:30:49PM  
 CASE# CAD Only  
 HBRG  
 EXTRA PATROL

EXTRA PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

no one seen

CAD# 2020159091  
 TIME: 10/10/2020 5:43:10AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

THEFT Reported at Block of 1000 HECKART LN HBRG

reported theft of items from front porch. victim wanted info documented and did not wish to pursue charges

CAD# 2020159177  
 TIME: 10/10/2020 11:36:06AM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

OUT WITH A VEHICLE Reported at Block of 300 S 3RD ST HBRG

*(31 y.o.) of Springfield was issued a warning for a moving violation at LaSalle and 3rd.*

## Incident Information:

## Description

1.

CAD# 2020159185  
 TIME: 10/10/2020 11:47:53AM  
 CASE# CAD Only  
 HBRG  
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 100 N 4TH ST/TERRITORIAL ST HBRG

*(69 y.o.) of Portland was issued a warning for a moving violation at 7th and Territorial.*

CAD# 2020159199  
 TIME: 10/10/2020 12:11:04PM  
 CASE# CAD Only  
 HBRG  
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 700 DIAMOND HILL DR HBRG

*(69 y.o.) of South Beach, OR was issued a warning for a moving violation at Territorial and 7th.*

CAD# 2020159204  
 TIME: 10/10/2020 12:23:20PM  
 CASE# CAD Only  
 HBRG  
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 600 TERRITORIAL ST HBRG

*(49 y.o.) of Harrisburg was issued a warning for a moving violation at 7th and Territorial.*

CAD# 2020159256  
 TIME: 10/10/2020 2:27:39PM  
 CASE# CAD Only  
 HBRG  
 FOLLOW UP COMPLETE

FOLLOW UP Reported at Block of 100 SMITH ST HBRG

Follow up investigation was completed for a theft from a vehicle and fraudulent use of a credit card report.

CAD# 2020159287  
 TIME: 10/10/2020 3:31:10PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

DISTURBANCE Reported at Block of 700 S 2ND ST HBRG

Disturbance between mother and daughter was reported in Harrisburg. Criminal charges were not pursued by the reporting person.

CAD# 2020159296  
 TIME: 10/10/2020 4:07:18PM  
 CASE# 2003610  
 HBRG  
 REPORT TAKEN

Report Filed. WARRANT ARREST (LW ONLY) Reported At Block Of 700 S 2ND ST  
 Occurred between 1607 hours on 10/10/2020 and 1607 hours on 10/10/2020. Reported:

Jennifer Young (57) of Harrisburg was arrested for an outstanding warrant.

**Incident Information:****Description**

1.

CAD# 2020159474  
 TIME: 10/10/2020 10:49:43PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 300 N 3RD ST/PEORIA RD HBRG

Operator warned for driver headlight out.

CAD# 2020159530  
 TIME: 10/11/2020 2:20:02AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 500 S 6TH ST HBRG

No Public Narrative.

CAD# 2020159540  
 TIME: 10/11/2020 3:33:12AM  
 CASE# 2003616  
 HBRG  
 REPORT TAKEN

Report Filed. DUII - .20 OR ABOVE Reported At Block Of 300 N 8TH ST/TERRITORIAL ST  
 Occurred between 0332 hours on 10/11/2020and 0333 hours on 10/11/2020. Reported:

No Public Narrative.

CAD# 2020159796  
 TIME: 10/11/2020 5:22:01PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 200 N 3RD ST HBRG

Business alarm went off, no sign of forced entry. Most likely employee error after closing.

CAD# 2020159895  
 TIME: 10/11/2020 9:13:19PM  
 CASE# CAD Only  
 HBRG

911 HANG UP CALL Reported at Block of 400 TERRITORIAL ST HBRG

No Public Narrative.

CAD# 2020160049  
 TIME: 10/12/2020 8:02:38AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 900 S 2ND ST HBRG

**Incident Information:**

**Description**

1.

CAD# 2020160119  
 TIME: 10/12/2020 10:50:10AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 400 N 3RD ST HBRG

Caller had questions regarding marijuana. It did not rise to a criminal matter.

CAD# 2020160274  
 TIME: 10/12/2020 3:11:52PM  
 CASE# 2003642  
 HBRG  
 REPORT TAKEN

REPORT PENDING. Original Call Type: DEATH INVESTIGATION Reported At Block Of 23600 PEORIA RD Occurred between 1511 hours on 10/12/2020and 1511 hours on

An 80-year-old male passed away at home of apparent natural causes.

CAD# 2020160277  
 TIME: 10/12/2020 3:20:17PM  
 CASE# 2003643  
 HBRG  
 REPORT TAKEN

Report Filed. WARRANT ARREST (LW ONLY) Reported At Block Of 600 N 7TH ST Occurred between 1519 hours on 10/12/2020and 1520 hours on 10/12/2020. Reported:

Arrested 22 year old Roger Brasier for outstanding warrants. He was transported to the Linn County Jail.

CAD# 2020160294  
 TIME: 10/12/2020 4:02:53PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPECT FOLLOW UP Reported at Block of 200 S 6TH ST HBRG

Arrested 24 year old, Evan Zeller, for Burglary 2, Possession of Burglary tools, Criminal trespass 1, Criminal mischief 2, Theft 1, Criminal Conspiracy and Criminal liability for conduct of another. Evan was lodged at the Linn County Jail for the listed charges.

CAD# 2020160461  
 TIME: 10/12/2020 10:19:51PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 800 SOMMERVILLE LOOP HBRG

Deputies responded to a call of two toddlers unattended outside of an apartment. When we arrived the mother was taking the children inside. The children had defeated the child safety locks on the apartment and were only unattended for a few minutes. No crimes committed, no further action taken.

CAD# 2020160477  
 TIME: 10/12/2020 11:17:25PM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

TRAFFIC STOP Reported at Block of 600 TERRITORIAL ST HBRG

Driver issued a citation for driving without a license.

**Incident Information:**

**Description**

1.

CAD# 2020160636  
 TIME: 10/13/2020 8:59:25AM  
 CASE# CAD Only  
 HBRG  
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 700 S 3RD ST HBRG

Warned driver for not having license.

CAD# 2020160676  
 TIME: 10/13/2020 10:24:21AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 200 S 6TH ST HBRG

CAD# 2020160811  
 TIME: 10/13/2020 3:19:05PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

911 HANG UP CALL Reported at Block of 400 TERRITORIAL ST HBRG

911 hang up call. Deputy arrived at the location and discovered a child accidentally called 911.

CAD# 2020161054  
 TIME: 10/14/2020 1:55:32AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 100 N 1ST ST HBRG

Deputies located a wanted person out of Benton County. We assisted Benton County in arresting Dawson Edwards King, 24, of Junction City for domestic menacing and reckless endangering.

CAD# 2020161342  
 TIME: 10/14/2020 2:01:04PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

ASSIST OTHER AGENCY Reported at Block of 100 N 1ST ST HBRG

Intoxicated male was given a courtesy ride to his residence.

CAD# 2020161388  
 TIME: 10/14/2020 3:00:02PM  
 CASE# CAD Only  
 HBRG  
 CITE NO INSURANCE

TRAFFIC STOP Reported at Block of 600 SMITH ST/N 7TH ST HBRG

*(18) year old of Springfield was issued a citation for speeding, 35/25, and for driving uninsured. Blake was also issued two other warnings.*

## Incident Information:

## Description

1.

CAD# 2020161780  
 TIME: 10/15/2020 10:44:48AM  
 CASE# CAD Only  
 HBRG  
 WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 100 S 3RD ST/MOORE ST HBRG

*(31) year old of Harrisburg was issued a warning for a speeding violation on LaSalle near 5th.*

CAD# 2020161959  
 TIME: 10/15/2020 4:07:10PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 500 N 7TH ST/DIAMOND HILL DR HBRG

*(24 yo) of Harrisburg was issued multiple warnings for equipment violations at 7th/ Diamond Hill.*

CAD# 2020161971  
 TIME: 10/15/2020 4:28:29PM  
 CASE# CAD Only  
 HBRG  
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 100 N 3RD ST/MONROE ST HBRG

*(33 yo) of Eugene was issued a warning for a moving violation on Territorial St.*

CAD# 2020161982  
 TIME: 10/15/2020 4:39:12PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 400 LASALLE ST/S 5TH ST HBRG

*(39 yo) of Harrisburg was issued a warning for an equipment violation on a semi-truck near 3rd/LaSalle.*

CAD# 2020162127  
 TIME: 10/15/2020 9:26:49PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 1000 HECKART LN HBRG

Report of suspicious people in the area. Deputies checked the area but the people left prior to their arrival.

CAD# 2020162131  
 TIME: 10/15/2020 9:38:14PM  
 CASE# CAD Only  
 HBRG

NEIGHBORHOOD WATCH Reported at Block of 100 SMITH ST HBRG

**Incident Information:****Description**

1.

CAD# 2020162540  
TIME: 10/16/2020 4:28:00PM  
CASE# CAD Only  
HBRG

SUSPICIOUS VEHICLE Reported at Block of 300 N 7TH PL HBRG

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No Public Narrative.

CAD# 2020162646  
TIME: 10/16/2020 7:16:52PM  
CASE# CAD Only  
HBRG

ALARM LAW ONLY Reported at Block of 23600 PEORIA RD HBRG

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No Public Narrative.

CAD# 2020162650  
TIME: 10/16/2020 7:20:13PM  
CASE# CAD Only  
HBRG

ALARM LAW ONLY Reported at Block of 23600 PEORIA RD HBRG

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No Public Narrative.

CAD# 2020162705  
TIME: 10/16/2020 8:45:59PM  
CASE# CAD Only  
HBRG  
HARRISBURG

TRAFFIC STOP Reported at Block of 800 DIAMOND HILL DR HBRG

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Driver issued a citation for his speed. 42/25.

CAD# 2020162746  
TIME: 10/16/2020 9:53:25PM  
CASE# CAD Only  
HBRG

NEIGHBORHOOD WATCH Reported at Block of 100 N 3RD ST/SMITH ST HBRG

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No Public Narrative.

CAD# 2020163071  
TIME: 10/17/2020 12:35:44PM  
CASE# CAD Only  
HBRG  
HARRISBURG

SUSPICIOUS PERSON Reported at Block of 100 S 3RD ST/MOORE ST HBRG

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Unable to locate at this time

**Incident Information:****Description**

1.

CAD# 2020163239  
 TIME: 10/17/2020 5:54:31PM  
 CASE# CAD Only  
 HBRG

911 HANG UP CALL Reported at Block of 400 TERRITORIAL ST HBRG

No Public Narrative.

CAD# 2020163260  
 TIME: 10/17/2020 6:23:27PM  
 CASE# CAD Only  
 HBRG

ATL POSS DUI Reported at Block of 700 DIAMOND HILL DR/N 7TH ST HBRG

No Public Narrative.

CAD# 2020163499  
 TIME: 10/18/2020 2:52:04AM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

DUII Reported at Block of 200 SMITH ST HBRG

Deputies received a report of an intoxicated driver coming to pick up a vehicle. The vehicle was located and watched for more than an hour and nobody ever came to retrieve the vehicle.

CAD# 2020163602  
 TIME: 10/18/2020 10:25:35AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

ASSIST OTHER AGENCY Reported at Block of 300 S 3RD ST HBRG

Caller reported an erratic driver. Deputy responded and was unable to locate the vehicle.

CAD# 2020163751  
 TIME: 10/18/2020 3:30:44PM  
 CASE# 2003723  
 HBRG  
 REPORT TAKEN

REPORT PENDING. Original Call Type: ASSIST OTHER AGENCY Reported At Block Of 23600 PEORIA RD Occurred between 1530 hours on 10/18/2020 and 1530 hours on

I assisted medics with a female that apparently attempted to harm herself.

CAD# 2020163762  
 TIME: 10/18/2020 3:43:58PM  
 CASE# CAD Only  
 HBRG

DEATH INVESTIGATION Reported at Block of 23600 PEORIA RD HBRG

No Public Narrative.



**Incident Information:**

**Description**

1.

CAD# 2020163875  
 TIME: 10/18/2020 7:56:45PM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

TRAFFIC COMPLAINT Reported at Block of 100 SMITH ST HBRG

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Deputies received a traffic complaint about vehicles driving very fast . The vehicles were located on Highway 99E and found to be driving at normal highway speeds. No further action.

CAD# 2020163899  
 TIME: 10/18/2020 8:56:01PM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

TRAFFIC STOP Reported at Block of 700 DIAMOND HILL DR/N 7TH ST HBRG

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Driver issued a warning for speed.

CAD# 2020163970  
 TIME: 10/19/2020 12:24:07AM  
 CASE# CAD Only  
 HBRG  
 NO REPORT

FOLLOW UP Reported at Block of 23600 PEORIA RD HBRG

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No Public Narrative.

CAD# 2020164284  
 TIME: 10/19/2020 2:51:38PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

MVC NON INJURY Reported at Block of 800 ARROW LEAF AVE HBRG

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Postal driver backed into a parked car on the street. No injury, minimal damage. Information exchanged.

CAD# 2020164300  
 TIME: 10/19/2020 3:32:09PM  
 CASE# CAD Only  
 HBRG  
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 400 TERRITORIAL ST HBRG

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Operator warned for a stop sign violation when turning right from N 7 th St onto Territorial St.

CAD# 2020164304  
 TIME: 10/19/2020 3:46:10PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 300 N 6TH ST HBRG

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Operator warned for expired tags 08/20 due to Governor`s grace.

**Incident Information:**

**Description**

1.

CAD# 2020164310  
 TIME: 10/19/2020 3:51:24PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SHOTS HEARD Reported at Block of 900 E LADINO PL HBRG

A rodent was shot on a property outside the city limits , but the property bordered the callers who is in the city. No crime.

CAD# 2020164325  
 TIME: 10/19/2020 4:19:49PM  
 CASE# CAD Only  
 HBRG  
 CITE NO INSURANCE

TRAFFIC STOP Reported at Block of 300 TERRITORIAL ST/N 4TH ST HBRG

Operator warned for expired tags under Governor's order, but was cited for DWS- Violation and for Driving w/o Insurance.

CAD# 2020164415  
 TIME: 10/19/2020 7:41:50PM  
 CASE# CAD Only  
 HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 600 TERRITORIAL ST HBRG

CAD# 2020164425  
 TIME: 10/19/2020 8:14:13PM  
 CASE# CAD Only  
 HBRG  
 CITE MOVING VIOLATION

TRAFFIC STOP Reported at Block of 500 LASALLE ST HBRG

*(31 yo) of Albany was issued a citation for fail to obey a traffic control device at LaSalle/6th.*

CAD# 2020164511  
 TIME: 10/20/2020 12:10:18AM  
 CASE# CAD Only  
 HBRG  
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 200 N 7TH ST/TERRITORIAL ST HBRG

Male was issued a warning for a moving violation at 7th/Territorial.

CAD# 2020164537  
 TIME: 10/20/2020 1:57:31AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 100 N 3RD ST HBRG

Deputy investigated a commercial alarm activation. Deputy checked the doors and windows, all were secure. Light was on inside the building, no alarm was heard, nothing the Deputy saw appeared out of the ordinary.

**Incident Information:**

**Description**

1.

CAD# 2020164594  
 TIME: 10/20/2020 6:26:57AM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 600 S 3RD ST/LASALLE ST HBRG

Operator warned for driving w/out headlights on (did have aux lights on)

CAD# 2020164602  
 TIME: 10/20/2020 7:01:46AM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 200 TERRITORIAL ST/N 3RD ST HBRG

Operator warned for no brake lights, no psgr running light, and expired tags (09/2020).

CAD# 2020164614  
 TIME: 10/20/2020 7:36:07AM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 700 S 2ND ST/S 3RD ST HBRG

Operator warned for expired tags (06/2020)

CAD# 2020165029  
 TIME: 10/20/2020 7:47:11PM  
 CASE# CAD Only  
 HBRG

911 HANG UP CALL Reported at Block of 500 N 9TH ST HBRG

No Public Narrative.

CAD# 2020165112  
 TIME: 10/20/2020 11:19:24PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 100 N 3RD ST/SMITH ST HBRG

*(58 yo) of Lebanon was issued a warning for a lighting violation near 3rd/Smith in Harrisburg.*

CAD# 2020165121  
 TIME: 10/20/2020 11:48:57PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 100 N 3RD ST/SMITH ST HBRG

*(39 yo) of Silverton was issued a warning for a lighting violation as well as two other equipment violations.*

**Incident Information:**

**Description**

1.

CAD# 2020165476  
 TIME: 10/21/2020 1:47:03PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

JUVENILE COMPLAINT Reported at Block of 1000 SOMMERVILLE LOOP HBRG

Deputies received a report of juveniles dumping a piece of furniture. We did not have any vehicle information to locate the juveniles and the caller reported they returned and picked up the item. No further action.

CAD# 2020165671  
 TIME: 10/21/2020 8:36:11PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 100 N 1ST ST HBRG

Vehicle parked and wasn't able to start. I provided driver ride home. He will return to move car in morning

CAD# 2020165687  
 TIME: 10/21/2020 9:21:06PM  
 CASE# CAD Only  
 HBRG  
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 100 S 3RD ST/SMITH ST HBRG

Warning issued to driver for failing to signal

CAD# 2020165710  
 TIME: 10/21/2020 10:14:35PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 600 TERRITORIAL ST HBRG

Warning.

CAD# 2020165719  
 TIME: 10/21/2020 10:47:44PM  
 CASE# CAD Only  
 HBRG  
 CITE MOVING VIOLATION

TRAFFIC STOP Reported at Block of 400 S 3RD ST HBRG

Citation issued to driver for failure to obey a traffic control device .

CAD# 2020165734  
 TIME: 10/21/2020 11:38:25PM  
 CASE# CAD Only  
 HBRG  
 CITE EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 700 DIAMOND HILL DR HBRG

Citation issued to driver for driving while suspended, driving uninsured and failure to carry vehicle registration.

**Incident Information:**

**Description**

1.

CAD# 2020165839  
 TIME: 10/22/2020 7:32:06AM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

SUSPICIOUS PERSON Reported at Block of 100 N 1ST ST HBRG

Deputies received a report of a suspicious person opening a car door. We contacted the man and it was the registered owner of the vehicle.

CAD# 2020166163  
 TIME: 10/22/2020 5:14:02PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

ATL POSS DUI Reported at Block of 300 N 3RD ST HBRG

Caller reported a possible DUI driver. A deputy located the vehicle parked and the operator asleep. The deputy did not find the driver to be intoxicated.

CAD# 2020166304  
 TIME: 10/22/2020 9:30:56PM  
 CASE# CAD Only  
 HBRG

911 HANG UP CALL Reported at Block of 400 N 8TH ST HBRG

No Public Narrative.

CAD# 2020166602  
 TIME: 10/23/2020 12:54:36PM  
 CASE# 2003797  
 HBRG  
 REPORT TAKEN

REPORT PENDING. Original Call Type: TRESPASS Reported At Block Of 400 N 6TH ST Occurred between 1254 hours on 10/23/2020 and 1254 hours on 10/23/2020. Reported:

Roger Brasier (22) was cited in lieu of custody and was released with his HB Muni court date for Criminal Trespass II.

CAD# 2020166824  
 TIME: 10/23/2020 9:07:12PM  
 CASE# CAD Only  
 HBRG  
 WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 600 S 3RD ST HBRG

*(30 yo) of Springfield was issued a warning for a speeding violation on LaSalle near 5th.*

CAD# 2020166857  
 TIME: 10/23/2020 10:16:32PM  
 CASE# CAD Only  
 HBRG  
 WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 300 N 10TH ST/KOBE LN HBRG

*(21 yo) of Harrisburg was issued a warning for a speeding violation on Smith Street.*

**Incident Information:**

**Description**

1.

CAD# 2020166928  
 TIME: 10/24/2020 1:59:32AM  
 CASE# CAD Only  
 HBRG  
 FOLLOW UP COMPLETE

FOLLOW UP Reported at Block of 100 SMITH ST HBRG

Follow up was conducted regarding a recovered stolen vehicle.

CAD# 2020166945  
 TIME: 10/24/2020 2:46:35AM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 200 N 9TH ST HBRG

*(22 yo) of Salem was issued a warning for three equipment violations on 9th near Monroe.*

CAD# 2020166977  
 TIME: 10/24/2020 5:00:01AM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 200 N 3RD ST HBRG

*(35 yo) of Harrisburg was issued a warning for a moving violation at 7th/Territorial.*

CAD# 2020166991  
 TIME: 10/24/2020 6:08:31AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 500 TERRITORIAL ST HBRG

employee error

CAD# 2020167277  
 TIME: 10/24/2020 5:49:56PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

UEMV Reported at Block of 700 S 6TH ST HBRG

Citizen reported a person has been sitting in her vehicle for two days. A Deputy investigated and found the reporting person placed a Halloween mask on the headrest and forgot.

CAD# 2020167279  
 TIME: 10/24/2020 5:51:10PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 300 S 3RD ST HBRG

Operator warned for expired tags (03/2020) due to COVID/DMV issues.

## Incident Information:

## Description

1.

CAD# 2020167300  
 TIME: 10/24/2020 6:38:53PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

ANIMAL COMPLAINT Reported at Block of 600 TERRITORIAL ST HBRG

Three juveniles were seen killing a chicken, the incident was reported two nights later by a concerned citizen.

CAD# 2020167303  
 TIME: 10/24/2020 6:45:04PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 700 S 6TH ST HBRG

Elderly female closed a bank account, for fear of fraud, and opened a new one. The female forgot she did so. No money was stolen from the female.

CAD# 2020167408  
 TIME: 10/24/2020 10:31:25PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

PARKING COMPLAINT Reported at Block of 100 N 1ST ST HBRG

Citizen was going to park overnight at the waterfront. He was told to move along because there is no overnight parking in those spaces.

CAD# 2020167425  
 TIME: 10/24/2020 10:46:47PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

Routine patrol, nothing the Deputy saw appeared out of the ordinary.

CAD# 2020167435  
 TIME: 10/24/2020 11:05:28PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 600 LASALLE ST HBRG

*(18 yo) of Harrisburg was issued a warning for a lighting violation on 6th near Priceboro.*

CAD# 2020167452  
 TIME: 10/24/2020 11:47:40PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 100 SMITH ST HBRG

Citizen was attempting to drop their ballots off at 11:50 pm. City Hall was closed so they were unable to.

**Incident Information:**

**Description**

1.

CAD# 2020167529  
 TIME: 10/25/2020 4:43:39AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 200 S 6TH ST HBRG

Routine patrol, nothing the Deputy saw appeared out of the ordinary.

CAD# 2020167759  
 TIME: 10/25/2020 3:49:34PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 700 TERRITORIAL ST/N 8TH ST HBRG

Operator warned for expired tags (04/2020) due to COVID/DMV issues.

CAD# 2020167868  
 TIME: 10/25/2020 8:30:25PM  
 CASE# CAD Only  
 HBRG  
 CITE NO INSURANCE

TRAFFIC STOP Reported at Block of 600 SMITH ST/N 7TH ST HBRG

17 year-old was issued a citation for driving uninsured. The juvenile was issued a warning for a moving violation at 6th/LaSalle as well.

CAD# 2020168103  
 TIME: 10/26/2020 10:06:49AM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

TRAFFIC STOP Reported at Block of 600 QUINCY ST/N 7TH ST HBRG

Driver issued a warning for speed.

CAD# 2020168107  
 TIME: 10/26/2020 10:12:25AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 200 S 1ST ST HBRG

Deputies spoke with a woman who had walked off from her assisted living home . She was given a courtesy ride home, no further action.

CAD# 2020168249  
 TIME: 10/26/2020 2:37:03PM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

TRAFFIC COMPLAINT Reported at Block of 200 MACY ST/S 3RD ST HBRG

Deputies responded to a report of a drunk driver. We located the driver pulling into their driveway off of Peoria Rd. We spoke with the driver for several minutes and determined he was not impaired.



**Incident Information:****Description**

1.

CAD# 2020168340  
TIME: 10/26/2020 5:19:22PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

HARASSMENT Reported at Block of 600 TERRITORIAL ST HBRG

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Caller reported she saw children attacking a chicken in the area. The caller was unable to identify the children. The caller stated this occurred several days ago.

CAD# 2020168344  
TIME: 10/26/2020 5:27:15PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 600 N 7TH ST HBRG

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Caller wanted to have information documented.

CAD# 2020168379  
TIME: 10/26/2020 6:59:33PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 500 SMITH ST HBRG

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Caller reported three individuals acting suspicious. Deputies checked the area and did not find the individuals.

CAD# 2020168535  
TIME: 10/27/2020 3:10:03AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 100 N 1ST ST HBRG

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Deputy observed a vehicle parked in a no parking area. Deputy contacted the driver who was sleeping in the vehicle and told them they needed to move their vehicle. Driver agreed he would move.

CAD# 2020168606  
TIME: 10/27/2020 8:44:05AM  
CASE# CAD Only  
HBRG

JUVENILE COMPLAINT Reported at Block of 600 SMITH ST HBRG

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CAD# 2020168681  
TIME: 10/27/2020 10:52:09AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 200 S 1ST ST HBRG

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I responded to a call for a suspicious person. This person lives in assisted living, I was able to give her a courtesy ride back to her facility.

**Incident Information:****Description**

1.

CAD# 2020168869  
 TIME: 10/27/2020 4:49:18PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

THEFT Reported at Block of 300 N 3RD ST HBRG

Deputies received a report of a theft at a store. Several different deputies attempted to contact the reporting employee throughout the course of a week with no success. The manager was told to call again when they are available to report the theft.

CAD# 2020168967  
 TIME: 10/27/2020 8:22:01PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

WELFARE CHECK Reported at Block of 700 ERICA WAY HBRG

Caller reported a welfare check on a parent.

CAD# 2020169035  
 TIME: 10/27/2020 11:25:38PM  
 CASE# CAD Only  
 HBRG  
 DISPATCHED IN ERROR

SUSPICIOUS VEHICLE Reported at Block of 400 SMITH ST HBRG

I checked the area for a suspicious vehicle, but it left the area prior to my arrival.

CAD# 2020169178  
 TIME: 10/28/2020 7:45:25AM  
 CASE# 2003848  
 HBRG  
 REPORT TAKEN

REPORT PENDING. Original Call Type: FRAUD Reported At Block Of 300 S 9TH ST Occurred between 0745 hours on 10/28/2020 and 0745 hours on 10/28/2020. Reported:

Caller had two fraudulent withdrawals made from his bank account for \$3500 in total.

CAD# 2020169305  
 TIME: 10/28/2020 11:45:24AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

THREATS Reported at Block of 200 S 1ST ST HBRG

This was an argument between females at a care home and the caretaker stepped in to calm things. The caller chooses to leave the home as she is freely able to do so and wants to stay at a shelter in Eugene as she would prefer to live alone. Family can't help her.

CAD# 2020169424  
 TIME: 10/28/2020 3:06:14PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

TRAFFIC COMPLAINT Reported at Block of 500 S 5TH ST HBRG

Motorcycle rider asked to practice riding elsewhere.

**Incident Information:**

**Description**

1.

CAD# 2020169856  
 TIME: 10/29/2020 10:00:04AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

FRAUD Reported at Block of 400 S 9TH ST HBRG

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Superintendent was concerned about impersonation issues alleging to be one of his staff members to another staff member.

CAD# 2020169974  
 TIME: 10/29/2020 12:42:43PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

STALKING COMPLAINT Reported at Block of 200 LASALLE ST HBRG

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Caller complaining of a neighbor following him in her vehicle, but the neighbor said she never left her house. Parties were warned to stay away from the other.

CAD# 2020169989  
 TIME: 10/29/2020 1:11:22PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

TRAFFIC COMPLAINT Reported at Block of 700 S 3RD ST/S 2ND ST HBRG

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Due to another complaint, the vehicle was not located and is from the Portland area. NFA

CAD# 2020170146  
 TIME: 10/29/2020 5:36:30PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 1000 S 6TH ST HBRG

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Operator warned for expired tags (09/2020)

CAD# 2020170253  
 TIME: 10/29/2020 9:10:52PM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

DISTURBANCE Reported at Block of 600 ERICA PL HBRG

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Disturbance. Deputies investigated, no crime.

CAD# 2020170514  
 TIME: 10/30/2020 11:43:11AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 700 S 2ND ST HBRG

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No Public Narrative.

**Incident Information:**

**Description**

1.

CAD# 2020170521  
 TIME: 10/30/2020 11:56:17AM  
 CASE# 2003892  
 HBRG  
 HARRISBURG

REPORT PENDING. Original Call Type: TRAFFIC HAZARD Reported At Block Of 700 S 2ND ST Occurred between 1156 hours on 10/30/2020and 1156 hours on 10/30/2020.

Vehicle towed after being parked in front of fire hydrant

CAD# 2020170654  
 TIME: 10/30/2020 4:21:07PM  
 CASE# 2003894  
 HBRG  
 HARRISBURG

REPORT PENDING. Original Call Type: WARRANT SERVICE Reported At Block Of 700 S 2ND ST Occurred between 1621 hours on 10/30/2020and 1621 hours on 10/30/2020.

Colton Dawson (27) was arrested for outstanding warrant.

CAD# 2020170677  
 TIME: 10/30/2020 5:22:52PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

PARKING COMPLAINT Reported at Block of 200 LASALLE ST HBRG

Caller reported a parking complaint. Deputy arrived and was unable to locate a vehicle matching the decription.

CAD# 2020171207  
 TIME: 10/31/2020 2:09:58PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

TRAFFIC COMPLAINT Reported at Block of 200 TERRITORIAL ST/N 3RD ST HBRG

Deputies received a call of a vehicle driving erratically, the vehicle was not located.

CAD# 2020171536  
 TIME: 10/31/2020 10:57:45PM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

SUSPICIOUS VEHICLE Reported at Block of 300 N 3RD ST HBRG

Suspicious vehicle parked. The operator was collecting cans out of dumpster.

CAD# 2020171547  
 TIME: 10/31/2020 11:10:17PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 300 N 3RD ST HBRG

Warn lighting violation.



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

**THE MATTER OF AMENDING CITY COUNCIL PROCEDURAL RULES AND GOVERNANCE POLICIES BY ADOPTING RESOLUTION NO. 1247**

**STAFF REPORT:**

Exhibit A: Existing Rules and Policies with proposed amendments in Red  
Exhibit B: Resolution No. 1247

**ACTION: I MOVE TO APPROVE RESOLUTION NO. 1247, “A RESOLUTION TO AMEND THE PROCEDURAL RULES & GOVERNANCE POLICIES FOR THE CITY COUNCIL AND TO REPEAL RESOLUTION NO. 1156”**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – November 10, 2020

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

**STAFF RECOMMENDATION:**  
**Staff recommends approval of the proposed amendments and suggested motion by adopting Resolution No. 1247.**

**BACKGROUND INFORMATION:**  
The proposed amendments to the City Council’s Procedural Rules and Governance Policy were discussed at the Council’s September 29<sup>th</sup> Work Session. At the time, the principle point of discussion was concerning time allocations for public comments. The consensus seemed to be that anything between 2 – 5 minutes was acceptable. There also seemed to be agreement that the presiding officer could, under special or unusual circumstances allow more time for public input.

The proposed redraft of Rules Section 18 (2) (subsequent to 09/29) attempts to capture both of these thoughts. The other proposed changes, in red, are the same as Council saw in September. Of course, any of these rules or policies could be further amended or changed at this Council meeting. So, please review to determine if you are comfortable both with the proposed changes and whether you have additional ones you might like to see.

**REVIEW AND APPROVAL:**



EXHIBIT A

DRAFT PROCEDURAL RULES

Section 1. Meeting Times. The Council shall normally meet for their regular Council meeting on the second Tuesday of each month; and for a work session meeting on the fourth Tuesday of each month, if city business necessitates another meeting.

Section 2. Work Sessions. Work sessions of the Council shall be held in accordance with state statutes whenever special circumstances require such a session, and such session shall be called by either the Mayor, City Administrator or two Council members.

Section 3. Emergency Meetings. The Mayor, or in the Mayor's absence, the President of the Council, or City Administrator shall, on petition of four three Councilors, call a meeting at any time for the transaction of the business mentioned in such petition; provided that notice is given consistent with state statutes.

Section 4. Executive Sessions. Executive sessions may be held during regular or special meetings, so long as appropriate statutory limitations are met. Any executive session held during study sessions shall also meet appropriate statutory tests.

Section 5. Robert's Rules of Order. Robert's Rules of Order Revised shall be used as the guideline for conduct of Council meetings, except in those cases where specific provisions contrary to Robert's Rules are provided herein.

The Council has an obligation to be clear and simple in its procedures and the consideration of the questions coming before it. It should avoid invoking the finer points of parliamentary rules which may serve only to obscure the issues and arouse the suspicion of the audience at public meetings and the citizens of the city in general.

Section 6. Quorum. The Mayor, or in his absence the President of the Council, shall call the meeting to order at the hour designated for the meeting. If a quorum is not present, the Recorder shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required to enable the Council to proceed. A quorum is the majority of the Council members. If the absent member or members do not appear after being notified, the members present shall adjourn until a specific time or until the next regular meeting.

Section 7. Agenda. The agenda shall be prepared and ready by the Friday before the meeting. The Council shall consider at the meeting only matters that appear on the agenda for that meeting. The Mayor or any Council member may make a motion to add or remove items from the published agenda which then shall be subject to vote of the Council. In addition, items that are brought up or ~~or are introduced by a Council member or the Mayor,~~ or are discussed under "concerned citizens" on the agenda, by citizens who are present, may by motion and vote of the Council be added to the agenda. Council members and the Mayor shall endeavor to have subjects they wish considered submitted in time to be placed on the agenda.

Section 8. Consent List. Any item placed on the Consent List shall be removed at the request of the Mayor, Council member or public prior to the time a vote taken on the Consent List items. All remaining items on the Consent List shall be disposed of by a single motion "to adopt the Consent List," which shall not be debatable. Adoption of



**EXHIBIT A**

the Consent List shall be by the affirmative vote of all Council members present at the time the vote is taken and shall have the same effect as a separate vote for each item. If there are dissenting votes, each item on the Consent List shall be voted upon separately in the usual manner.

Section 9. Public Hearings. The presiding officer shall announce prior to each public hearing the nature of the matter to be heard as it is set forth on the agenda. The presiding officer shall then declare the hearing to be open and, **at the appropriate time**, invite any member of the audience to come forward to be heard. If appropriate, the presiding officer may first ask those persons in favor of the stated matter to come forward with those speaking in opposition coming after. The presiding officer may, with the approval of Council, limit the time and number of speakers at each public hearing. In such event, the presiding officer shall so announce such restriction prior to the commencement of the hearing.

Section 10. Voting Generally.

(1) The vote on every motion shall be taken by raised hand or roll call and entered in full upon the record.

(2) A roll call vote shall be used if requested by any member of the Council. It shall not be in order for members to explain their vote during roll call. Any member may change his or her vote prior to the next order of business.

(3) Where not otherwise controlled by Charter provision, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.

Section 11. Duty to Vote. Every member when a question is taken shall vote, subject to the rules relating to Conflict of Interest, unless a majority of the Council, for special reason, shall excuse said person.

Section 12. Reconsideration of Actions Taken. Any member who voted with the majority may move for a reconsideration of any action at the same or the next following regular meeting. Once a matter has been reconsidered, no motion for further reconsideration thereof shall be made without unanimous consent of the Council.

Section 13. Designation of Hearings Officer to Conduct Special Public Hearings. A hearings officer may be designated by the presiding officer to conduct special public hearings, when appropriate.

Section 14. Sergeant-at-Arms.

(1) The Sergeant-at-Arms shall be the **City** Administrator or an appropriate designee.

(2) It shall be the duty of the Sergeant-at-Arms to assist the presiding officer, as appropriate, to maintain the order and decorum at all meetings.

Section 15. Speaking by Council Members Generally. Every Council member desiring to speak shall address the Chair and, upon recognition by the presiding officer, shall confine ~~the~~ **his/her** remarks to the question under debate.

Section 16. Questions of Administrative Staff by Council Members. Every Council member desiring to question the administrative staff shall address the questions

**EXHIBIT A**

to the City Administrator, who shall be entitled to either answer the inquiry or designate a staff member to do so.

Section 17. Administrative Staff and City Employees Addressing Council or Public. Members of the city’s administrative staff and other city employees desiring to address the Council or members of the public shall first be recognized by the Chair and shall address such remarks to the Chair. The staff may respond to questions or comments by the Council or members of the public with permission of the Chair, but shall always do so in a polite, tactful manner.

Section 18. Public Members Addressing the Council.

(1) Any public member desiring to address the Council shall stand and wait to be recognized by the presiding officer. After recognition, the person’s name and address shall be stated for the record and the remarks shall be limited to the question under discussion. All remarks and questions shall be addressed to the presiding officer and not to any individual Council member, staff member or other person. No person shall enter into any discussion without being recognized by the presiding officer.

(2) Any public member addressing the Council shall be limited to **two to five minutes at the discretion of the presiding officer. The presiding officer may extend any public comment beyond five minutes, to some certain additional minutes, upon confirming that no City Councilor wishes to make a “point of order” motion.**

(3) After a motion has been made or after a public hearing has been closed, no public member shall address the Council without first securing permission from the majority of the Council.

Section 19. Order and Decorum.

(1) Any of the following shall be sufficient cause for the Sergeant-at-Arms, **or any sworn officer-of-the law**, to, at the direction of the presiding officer, remove any person from the council chambers, or meeting hall, for the duration of the meeting:

- (a) The use of unreasonably loud or disruptive language. (Unreasonably loud or disruptive language, noise, or conduct is that which obstructs the work or the conducting of the business of the Council.)
- (b) The making of loud or disruptive noise.
- (c) The engaging in **threatening**, violent or distracting action.
- (d) The willful injury of furnishings or of the interior of the council chambers or meeting hall.
- (e) The refusal to obey any of the rules of conduct provided within this Section, including the limitations on occupancy and seating capacity.
- (f) The refusal to obey an order of the presiding officer or any order issued by a Council member which has been approved by a majority of the Council members present.

(2) Before the Sergeant-at-Arms, **or sworn officer** is directed to remove any person from the meeting hall for conduct described in subparagraph (1), that person shall be given a warning by the presiding officer to cease his or her conduct.

(3) If a meeting is disrupted by members of the audience, the presiding officer or a majority of the Council members present may order that the disruptive member(s) be removed from the council chambers.

Section 20. Picture Taking and Filming. The taking of photographs in the Council Chambers or other meeting hall shall be allowed except when done in violation of paragraph 3 of Section 19.

**EXHIBIT A**

**Section 21. Seating Capacity and Safety Requirements.**

(1) The safe occupancy and seating capacity of the Council Chambers as determined by the Fire Marshall shall be posted within the Council Chambers. The limitations on occupancy and seating capacity so determined and posted shall be complied with at all times.

(2) Aisles shall be kept clear at all times. Members of the audience shall abide by the seating plan in the chambers, and shall not pass beyond the restraining barriers unless requested to do so by the presiding officer.

**Section 22. Flags, Signs and Posters.** No flags, posters, placard, or signs, unless authorized by the presiding officer, may be carried or placed within the Council chambers, any meeting hall in which the Council is officially meeting, or any meeting hall in which a public hearing is being held. This restriction shall not apply to armbands, emblems, badges or other articles worn on personal clothing of individuals, provided that such devices are of such a size and nature as not to interfere with the vision or hearing of other persons at the meeting, and providing that such devices do not extend from the body in a manner likely to cause injury to another.

**Section 23. News Media.** The provisions of this Resolution shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting.

**Section 24. Filling Vacancies.** Any vacancy occurring on the City Council shall be filled as provided by the City Charter.

**Section 25. Committees.** The Council shall create committees as found to be necessary to conduct city business. The Council shall also establish the purpose of a committee, criteria for membership on the committee, terms of office for committee members, and if the committee will serve for a limited period of time or indefinitely. Unless specified elsewhere below, the Mayor shall appoint persons to serve on committees. The Mayor may also appoint an alternate to a committee who shall have all of the powers of a regular committee member if a regular member is absent from a meeting. Although the City Council shall be empowered to add, subtract, or modify committees, the committees recognized by the Council upon the adoption of this resolution are:

(1) **Budget Committee.** The Budget Committee shall consist of the Mayor and City Council, plus seven other persons who are not serving in any other elected or appointed capacity for the city. All members of the Budget Committee shall reside within the boundaries of the city. Appointments to the committee shall be for a three year term. The purpose of the committee shall be to advise the Council on budgetary matters, including supplemental budgets.

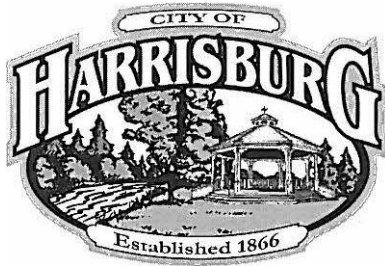
(2) **Personnel Committee.** The Personnel Committee shall consist of three members, all of whom shall be elected officials of the city. The purpose of the Personnel Committee shall be to make recommendations to the Council on personnel issues, including changes in personnel policy, wage and benefit issues, and staffing needs, but not matters of discipline or hiring. This committee shall exist indefinitely, and meet on an as-needed basis, as determined by the Chair of the committee.

**Section 26. Youth Advisory Council.** Unless the Council votes to not participate, the Mayor may appoint a student from Harrisburg High School to the Council, the

## EXHIBIT A

Planning Commission or a committee. The appointment of the youth advisor will not count as one of the regular members of the Council, Planning Commission or committee. A youth advisor shall be able to participate fully as a councilor, commissioner, or committee member, including making or seconding a motion and voting, except that their vote shall be noted as advisory only. A youth advisor will not count towards the need to meet a quorum.

Section 27. Governance Policies. Attached hereto is a document entitled Council Rules Addendum: Governance Policies. This document, including any future amendments thereto, shall serve as an addendum to these Council Rules. It shall state the Council's policy on Councilor conduct, City Administrator performance expectations and evaluations, and establishing goals for the strategic direction of the city.



*Council Rules Addendum:  
GOVERNANCE POLICIES*

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<b>Council Dynamics Policies</b> These policies describe the roles and responsibility of the City Council.	<i>Page 1</i>
<b>City Administrator Direction Policies</b> These policies describe expectations for the City Administrators performance.	<i>Page 6</i>
<b>Council / Staff Relationship Policies</b> These policies describe how delegation occurs and how performance is monitored and evaluated.	<i>Page 8</i>
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*Council Dynamics Policies*

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The Harrisburg City Council shall hold themselves accountable to the following principles and guidelines for Code of Conduct.

**“Always do right. This will gratify some people and astonish the rest.”**  
*-Mark Twain*

**Council Member Conduct with One Another**

This council is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each council member has chosen to serve in public office in order to preserve and protect the present and the future of the City of Harrisburg. This common goal should be acknowledged even as council members may "agree to disagree" on contentious issues.

In Public Meetings

1. **Practice Civility and Decorum in Discussions and Debate.** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.
2. **Honor the Role of the Mayor in Maintaining Order.** It is the responsibility of the Mayor to keep the comments of the council members on track during all meetings. Council members should honor efforts by the Mayor to focus discussion on current agenda items. If there is a disagreement about the agenda or the Mayor's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedures.
3. **Avoid Personal Comments that Could Offend other Council Members.** If a council member is personally offended by remarks of another council member, the offended council member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other council member to justify or apologize for the language used. The Mayor will maintain control of this discussion. If the Mayor is challenged, then **the Council President, or other non-involved** council member ~~acting as process observer shall~~ **may** step in to control the discussion.

4. **Demonstrate Effective Problem Solving Approaches.** Council members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

#### In Private Encounters

5. **Continue Respectful Behavior in Private.** The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
6. **Be Aware of the Insecurity (Non Confidentiality) of Written Notes, Voicemail, and Email.** Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speakerphone in a full office? What would happen if this Email message were forwarded to others? Written notes, voicemail messages and Email should be treated as potentially "public" communication!
7. **Even Private Conversations can Have Public Presence.** Elected officials are always on display. Their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noticed.
8. Quick Tips.
  - a. Preserve dignity and self-respect.
  - b. Listen for the message even if you don't agree with it.
  - c. Respect others as they are.
  - d. Express your independent perspective.
  - e. Participate intelligently.
  - f. Be willing to delegate and let others make decisions.
  - g. Lead from the front of the parade.
  - h. Control all you should, not all you can.
  - i. Use few words after much thought rather than many words after little thought.
  - j. Seek to create change and overcome the influence of conventional wisdom.
  - k. Recognize when you need outside experts.
  - l. Recognize the efforts of others.
  - m. Continuously pursue excellence.

#### **Council Member Conduct with City Staff**

Governance of the City of Harrisburg relies on the cooperative efforts of all council members, who set policy, and city staff, who implements and administers the council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

9. **Treat all Staff as Professionals.** Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.
10. **Direct Administrative and Operational Questions to City Management.** Questions of city staff and/or requests for additional information should be directed to the City Administrator, Asst. City Administrator/City Recorder, or their designees. The City Administrator should be copied on ~~any~~ **all such** requests. Materials supplied to a council member in response to a request will be made available to all members of the council so that all have equal access to information.
11. **When Possible, Keep Communication with City Staff Short, to the Point and at the Best Possible Time.** Every effort should be made to limit disruption to the work of city staff. Council members should avoid making requests to staff that are in meetings, on the phone, or engrossed in performing their job functions.
12. **Never Publicly Criticize an Individual Employee.** Council members should never express concerns about the performance of a city employee in public or to the employee directly. Comments about staff performance should only be made to the City Administrator through private correspondence or conversation.
13. **Do Not Get Involved in Administrative Functions.** Council members must not attempt to influence city staff on the making of appointments, awarding of contracts, selecting of consultants, or other such administrative functions. If the project is brought to the Council, then they may, of course, discuss this at that time.
14. **Check with City Staff on Correspondence Before Taking Action.** Before sending correspondence, council members should check with the City Administrator to see if an official city response has already been sent or is in progress.
15. **Do not Attend Meetings with City Staff Unless Requested by Staff.** Even if the council member does not say anything, the council member's presence implies support, or may show partiality, intimidate staff, and hamper staff's ability to do their job objectively.

### **Council Member Conduct with the Public**



Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, **indifference** or disrespect should be evident on the part of individual council members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

#### In Public Meetings

**16. Be Welcoming to Speakers and Treat Them with Care and Gentleness.**

Because personal concerns are often the issue of those who come to present to the council, council members should remember that how they treat the speaker will either help them relax or push their emotions to a higher level of intensity.

**17. Give the Appearance of Active Listening.** It is disconcerting to speakers to have council members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time, using cell phones or other electronic devices, or gazing around the room gives the appearance of disinterest. If you need to use your cell phone it is appropriate to excuse yourself from the meeting. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger, or boredom.

**18. Ask for Clarification, But Avoid Debate and Argument With the Public.** A speaker should be allowed to complete their presentation before the Mayor or Council members start asking questions. However, a council member may ask the Mayor for a "point of order" if the speaker is off the topic or exhibiting behavior or language the council member finds disturbing.

If speakers become flustered or defensive by council questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by council members to members of the public should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council member's personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing.

**19. No Personal Attacks of any Kind, Under any Circumstances.** Council members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

#### In Unofficial Meetings

**20. Make no Promises on Behalf of the Council or Staff.** It is inappropriate to overtly or implicitly promise council action, or to promise city staff will do something specific (i.e. fix a pothole, replace flowers, fix a leak, etc.)

- 21. **Speak with One Voice.** Council members will frequently be asked to explain a council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of the facts or city policies as they relate to council action. Objectively present the council's collective decision or direction, even when you may not agree. If you feel the need to express your own opinion, state it in terms such as: "I would have preferred "x" but the council wanted "y" so that's what we will be doing." Explaining council decisions, without giving your personal criticism of the council's actions, will serve to strengthen the community's image of the City of Harrisburg's Council.
  
- 22. **Make no Personal Comments About Other Council Members.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other council members, their opinions, and their actions. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by council members. It is a serious and continuous responsibility.

**The City of Harrisburg Council Principles of Proper Conduct**

- Keep promises ...
- Be dependable ...
- Build a solid reputation ...
- Participate and being available ...
- Demonstrate patience ...
- Show empathy...
- Hold onto ethical principles under stress...
- Listen attentively ...
- Study thoroughly ...
- Keep integrity intact ...
- Overcome discouragement ...
- Go above and beyond, time and time again ...
- Model a professional manner ...
- Respect for one another as individuals ...
- Respect for validity of different opinions ...
- Respect for the democratic process ...
- Respect for the community we serve.

## City Administrator Direction Policies

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**The CITY ADMINISTRATOR shall not cause or allow any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of commonly accepted business and professional ethics.**

- A. The City Administrator shall not allow the assets to be unprotected, inadequately maintained, or unnecessarily risked. Accordingly the City Administrator may not:
  - 1. Fail to insure against theft and casualty losses to at least 80 percent of replacement value and against liability losses to the city, employees, and the organization itself in an amount greater than the average for comparable organizations.
  - 2. Allow unauthorized personnel access to material amounts of funds.
  - 3. Subject facilities or equipment to improper wear and tear or insufficient routine maintenance.
  - 4. Unnecessarily expose the city, council, or staff to claims of liability.
  - 5. Fail to protect intellectual property, information, and files from loss or significant damage, or access by unauthorized persons.
  - 6. Receive, distribute and/or account for funds under controls that are insufficient to meet standard accounting practices and/or to protect the city.
  - 7. Invest or hold operating capital in insecure instruments, including uninsured checking accounts or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions or where it does not benefit the city.
  - 8. Endanger the organization's image or credibility, particularly in ways that would hinder its accomplishment of its mission.
  
- B. With respect to the treatment of employees, the City Administrator may not cause or allow conditions that are unfair or undignified. Accordingly, the City Administrator shall not:
  - 1. Operate without following written personnel policies that clarify personnel rules for employees, provide for effective handling of complaints and protect against wrongful or illegal conditions.
  - 2. Discriminate against any employee at any time for any reason.
  - 3. Prevent employees from taking a complaint to the council when internal complaint procedures have been exhausted.
  - 4. Fail to acquaint staff with this policy.
  
- C. The City Administrator shall not allow budgeting that:

1. Contains too little information to enable credible projection of revenues and expenses, separation of capital and operational items, cash flows and disclosure of planning assumptions.
  2. **Incurs debt for** the city in an amount greater than can be repaid by certain, otherwise unencumbered revenues, outside of the approved budget, within ninety (90) days without prior council approval.
  3. Fail to settle payroll and debts in a timely manner.
  4. Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.
  5. Acquire, encumber or dispose of real property without the council's approval.
  6. Fail to aggressively pursue receivables after a reasonable grace period.
- D. Regarding employment, compensation and benefits to employees, consultants, and contract workers, the City Administrator shall not cause or allow jeopardy to fiscal integrity or city image. Accordingly the City Administrator may not:
1. Change his/her compensation and/or benefits.
  2. Promise or imply benefits that are outside approved benefit policies.
  3. Promise or imply permanent or guaranteed employment.
  4. Establish compensation that deviates materially from the geographic or professional market for the skills employed and/or that is outside of the approved budget.
- E. The City Administrator and City Staff shall not permit the Council to be uninformed or unsupported in its work. Accordingly, the City Administrator shall not:
1. Neglect to submit monitoring data, status reports, financial information or other pertinent information required by the Council in a timely, accurate, and understandable manner.
  2. Let the Council be unaware of relevant trends or significant changes of any kind that could [or have] negatively impact[ed] the city.
  3. Fail to report in a timely manner an actual or anticipated non-compliance with any council-approved policy.
- F. Regarding city insurance, employee benefit providers and employee wages, the City Administrator shall not:
1. Fail to review annually, all benefits providers for cost, and comparative services.

Council/Staff Relationship Policies

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**While the Council is encouraged to communicate with staff, the Council's connection to the city's daily operations, its achievements, and conduct will be through the City Administrator, and/or City Management Staff.**

- A. The City Administrator is the Council's only link to operational achievement and conduct, so that all authority and accountability of employees, as far as the council is concerned, is considered the authority and accountability of the City Administrator. Accordingly:
  - 1. The council will not give instructions to persons who report directly or indirectly to the City Administrator without knowledge of the City Administrator unless such act is warranted by emergency.
  - 2. The Council will not evaluate the performance of any employee other than the City Administrator, with the exception of disciplinary measures requiring Council decision.
  - 3. The Council will review the City Administrators performance on an annual basis, and will consider the City Administrators performance as identical to city performance. This includes achievement of goals and policies, financial performance as identified in the approved budget, and avoidance of Governance Policy prohibitions.
  
- B. Systematic and rigorous monitoring of the City Administrators job performance will be against the expected progress and eventual results of the Annual Strategic Plan and in compliance with other established goals and policies.

All policies that set boundaries for the City Administrator will be monitored at a frequency and by a method recommended and approved by the council. The council can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule.

## Strategic Direction Policies

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**By the regularly scheduled November council meeting of each year, the City Administrator shall submit the draft Annual Strategic Plan (plan) for the coming fiscal years to the Council for consideration and adoption at that or a subsequent meeting.**

**Accordingly,**

- A. The plan will outline strategic direction for the coming fiscal years that aligns with and supports the following city Mission, Vision, and Goals:

Our Mission – “Providing the highest quality public services for a better hometown Harrisburg”

Our Vision - “A vibrant and charming community that has a high quality of life, great neighborhoods, balanced economic growth, and quality public services.”

Goals –

1. Develop and maintain diverse neighborhoods where citizens will take pride in where they live.
2. Provide diverse recreational, cultural, and educational opportunities for our citizens and visitors.
3. Provide a functional transportation system that supports all modes of transportation.
4. Ensure public safety by protecting people and property.
5. Provide safe and reliable drinking water, sewage disposal and drainage systems.
6. Business Friendly – Promote an environment where businesses come, stay, and thrive through improved infrastructure, less red tape, and partnerships.
7. Maintain an active Harrisburg Redevelopment Agency who responds to the changing needs of the economy and is active in downtown redevelopment.
8. Regional Partnerships – Strengthen the Tri-County area through local and regional cooperation and coordination on economic development planning projects.
9. Effectively and efficiently provide the services that Harrisburg’s citizens need, want and are willing to support.
10. Maintain a qualified, effective, and happy workforce.
11. Establish Harrisburg as a small city model of sustainability practice.

- B. The Annual Strategic Plan shall contain at least the following components:

## EXHIBIT A

2.

1. Objectives (Broadly defined results that when accomplished will demonstrate city goal achievement in one or more areas.)
2. Actions (Actions include expected results and the specific strategies [tasks] the city will undertake to accomplish the objectives.)

RESOLUTION NO. 1247

A RESOLUTION TO AMEND THE PROCEDURAL RULES & GOVERNANCE POLICIES FOR THE CITY COUNCIL; AND TO REPEAL RESOLUTION NO. 1156

WHEREAS, the City Council adopted Resolution 1156, the procedural rules to govern the management and operation of the City Council meetings in order to further promote the efficiency and smooth handling of city business; and,

WHEREAS, the City Council held a regular work session on September 29, 2020 to discuss public testimony times and to generally review and revise the 2017 procedural rules and governance policies,

NOW, THEREFORE, BE IT RESOLVED that **Exhibit A – Procedural Rules and Governance Policies** are approved and adopted, and Resolution 1156 is hereby repealed.

PASSED BY THE COUNCIL: \_\_\_\_\_

APPROVED BY THE MAYOR: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY RECORDER



## HARRISBURG CITY COUNCIL PROCEDURAL RULES

Section 1. Meeting Times. The Council shall normally meet for their regular Council meeting on the second Tuesday of each month; and for a work session meeting on the fourth Tuesday of each month, if city business necessitates another meeting.

Section 2. Work Sessions. Work sessions of the Council shall be held in accordance with state statutes whenever special circumstances require such a session, and such session shall be called by either the Mayor, City Administrator or two Council members.

Section 3. Emergency Meetings. The Mayor, or in the Mayor's absence, the President of the Council, or City Administrator shall, on petition of three Councilors, call a meeting at any time for the transaction of the business mentioned in such petition; provided that notice is given consistent with state statutes.

Section 4. Executive Sessions. Executive sessions may be held during regular or special meetings, so long as appropriate statutory limitations are met. Any executive session held during study sessions shall also meet appropriate statutory tests.

Section 5. Robert's Rules of Order. Robert's Rules of Order Revised shall be used as the guideline for conduct of Council meetings, except in those cases where specific provisions contrary to Robert's Rules are provided herein.

The Council has an obligation to be clear and simple in its procedures and the consideration of the questions coming before it. It should avoid invoking the finer points of parliamentary rules which may serve only to obscure the issues and arouse the suspicion of the audience at public meetings and the citizens of the city in general.

Section 6. Quorum. The Mayor, or in his absence the President of the Council, shall call the meeting to order at the hour designated for the meeting. If a quorum is not present, the Recorder shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required to enable the Council to proceed. A quorum is the majority of the Council members. If the absent member or members do not appear after being notified, the members present shall adjourn until a specific time or until the next regular meeting.

Section 7. Agenda. The agenda shall be prepared and ready by the Friday before the meeting. The Council shall consider at the meeting only matters that appear on the agenda for that meeting. The Mayor or any Council member may make a motion to add or remove items from the published agenda which then shall be subject to vote of the Council. In addition, items that are brought up or are discussed-under "concerned citizens" on the agenda, by citizens who are present, may by motion and vote of the Council be added to the agenda. Council members and the Mayor shall endeavor to have subjects they wish considered submitted in time to be placed on the agenda.

Section 8. Consent List. Any item placed on the Consent List shall be removed at the request of the Mayor, Council member or public prior to the time a vote taken on the Consent List items. All remaining items on the Consent List shall be disposed of by a single motion "to adopt the Consent List," which shall not be debatable. Adoption of the Consent List shall be by the affirmative vote of all Council members present at the

time the vote is taken and shall have the same effect as a separate vote for each item. If there are dissenting votes, each item on the Consent List shall be voted upon separately in the usual manner.

Section 9. Public Hearings. The presiding officer shall announce prior to each public hearing the nature of the matter to be heard as it is set forth on the agenda. The presiding officer shall then declare the hearing to be open and, at the appropriate time, invite any member of the audience to come forward to be heard. If appropriate, the presiding officer may first ask those persons in favor of the stated matter to come forward with those speaking in opposition coming after. The presiding officer may, with the approval of Council, limit the time and number of speakers at each public hearing. In such event, the presiding officer shall so announce such restriction prior to the commencement of the hearing.

Section 10. Voting Generally.

(1) The vote on every motion shall be taken by raised hand or roll call and entered in full upon the record.

(2) A roll call vote shall be used if requested by any member of the Council. It shall not be in order for members to explain their vote during roll call. Any member may change his or her vote prior to the next order of business.

(3) Where not otherwise controlled by Charter provision, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.

Section 11. Duty to Vote. Every member when a question is taken shall vote, subject to the rules relating to Conflict of Interest, unless a majority of the Council, for special reason, shall excuse said person.

Section 12. Reconsideration of Actions Taken. Any member who voted with the majority may move for a reconsideration of any action at the same or the next following regular meeting. Once a matter has been reconsidered, no motion for further reconsideration thereof shall be made without unanimous consent of the Council.

Section 13. Designation of Hearings Officer to Conduct Special Public Hearings. A hearings officer may be designated by the presiding officer to conduct special public hearings, when appropriate.

Section 14. Sergeant-at-Arms.

(1) The Sergeant-at-Arms shall be the City Administrator or an appropriate designee.

(2) It shall be the duty of the Sergeant-at-Arms to assist the presiding officer, as appropriate, to maintain the order and decorum at all meetings.

Section 15. Speaking by Council Members Generally. Every Council member desiring to speak shall address the Chair and, upon recognition by the presiding officer, shall confine his/her remarks to the question under debate.

Section 16. Questions of Administrative Staff by Council Members. Every Council member desiring to question the administrative staff shall address the questions to the City Administrator, who shall be entitled to either answer the inquiry or designate a staff member to do so.

Section 17. Administrative Staff and City Employees Addressing Council or Public. Members of the city's administrative staff and other city employees desiring to address the Council or members of the public shall first be recognized by the Chair and shall address such remarks to the Chair. The staff may respond to questions or comments by the Council or members of the public with permission of the Chair, but shall always do so in a polite, tactful manner.

Section 18. Public Members Addressing the Council.

(1) Any public member desiring to address the Council shall stand and wait to be recognized by the presiding officer. After recognition, the person's name and address shall be stated for the record and the remarks shall be limited to the question under discussion. All remarks and questions shall be addressed to the presiding officer and not to any individual Council member, staff member or other person. No person shall enter into any discussion without being recognized by the presiding officer.

(2) Any public member addressing the Council shall be limited to two to five minutes at the discretion of the presiding officer. The presiding officer may extend any public comment beyond five minutes, to some certain additional minutes, upon confirming that no City Councilor wishes to make a "point of order" motion.

(3) After a motion has been made or after a public hearing has been closed, no public member shall address the Council without first securing permission from the majority of the Council.

Section 19. Order and Decorum.

(1) Any of the following shall be sufficient cause for the Sergeant-at-Arms, or any sworn officer-of-the law, to, at the direction of the presiding officer, remove any person from the council chambers, or meeting hall, for the duration of the meeting:

- (a) The use of unreasonably loud or disruptive language. (Unreasonably loud or disruptive language, noise, or conduct is that which obstructs the work or the conducting of the business of the Council.)
- (b) The making of loud or disruptive noise.
- (c) The engaging in threatening, violent or distracting action.
- (d) The willful injury of furnishings or of the interior of the council chambers or meeting hall.
- (e) The refusal to obey any of the rules of conduct provided within this Section, including the limitations on occupancy and seating capacity.
- (f) The refusal to obey an order of the presiding officer or any order issued by a Council member which has been approved by a majority of the Council members present.

(2) Before the Sergeant-at-Arms, or sworn officer is directed to remove any person from the meeting hall for conduct described in subparagraph (1), that person shall be given a warning by the presiding officer to cease his or her conduct.

(3) If a meeting is disrupted by members of the audience, the presiding officer or a majority of the Council members present may order that the disruptive member(s) be removed from the council chambers.

Section 20. Picture Taking and Filming. The taking of photographs in the Council Chambers or other meeting hall shall be allowed except when done in violation of paragraph 3 of Section 19.

Section 21. Seating Capacity and Safety Requirements.

**EXHIBIT A**

(1) The safe occupancy and seating capacity of the Council Chambers as determined by the Fire Marshall shall be posted within the Council Chambers. The limitations on occupancy and seating capacity so determined and posted shall be complied with at all times.

(2) Aisles shall be kept clear at all times. Members of the audience shall abide by the seating plan in the chambers, and shall not pass beyond the restraining barriers unless requested to do so by the presiding officer.

Section 22. Flags, Signs and Posters. No flags, posters, placard, or signs, unless authorized by the presiding officer, may be carried or placed within the Council chambers, any meeting hall in which the Council is officially meeting, or any meeting hall in which a public hearing is being held. This restriction shall not apply to armbands, emblems, badges or other articles worn on personal clothing of individuals, provided that such devices are of such a size and nature as not to interfere with the vision or hearing of other persons at the meeting, and providing that such devices do not extend from the body in a manner likely to cause injury to another.

Section 23. News Media. The provisions of this Resolution shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting.

Section 24. Filling Vacancies. Any vacancy occurring on the City Council shall be filled as provided by the City Charter.

Section 25. Committees. The Council shall create committees as found to be necessary to conduct city business. The Council shall also establish the purpose of a committee, criteria for membership on the committee, terms of office for committee members, and if the committee will serve for a limited period of time or indefinitely. Unless specified elsewhere below, the Mayor shall appoint persons to serve on committees. The Mayor may also appoint an alternate to a committee who shall have all of the powers of a regular committee member if a regular member is absent from a meeting. Although the City Council shall be empowered to add, subtract, or modify committees, the committees recognized by the Council upon the adoption of this resolution are:

(1) **Budget Committee.** The Budget Committee shall consist of the Mayor and City Council, plus seven other persons who are not serving in any other elected or appointed capacity for the city. All members of the Budget Committee shall reside within the boundaries of the city. Appointments to the committee shall be for a three-year term. The purpose of the committee shall be to advise the Council on budgetary matters, including supplemental budgets.

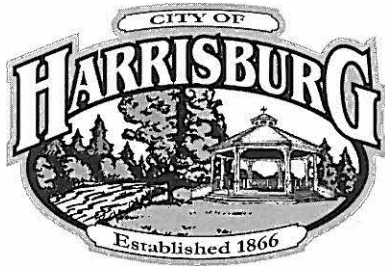
(2) **Personnel Committee.** The Personnel Committee shall consist of three members, all of whom shall be elected officials of the city. The purpose of the Personnel Committee shall be to make recommendations to the Council on personnel issues, including changes in personnel policy, wage and benefit issues, and staffing needs, but not matters of discipline or hiring. This committee shall exist indefinitely, and meet on an as-needed basis, as determined by the Chair of the committee.

Section 26. Youth Advisory Council. Unless the Council votes to not participate, the Mayor may appoint a student from Harrisburg High School to the Council, the Planning Commission or a committee. The appointment of the youth advisor will not count as one of the regular members of the Council, Planning Commission or

## EXHIBIT A

committee. A youth advisor shall be able to participate fully as a councilor, commissioner, or committee member, including making or seconding a motion and voting, except that their vote shall be noted as advisory only. A youth advisor will not count towards the need to meet a quorum.

Section 27. Governance Policies. Attached hereto is a document entitled Council Rules Addendum: Governance Policies. This document, including any future amendments thereto, shall serve as an addendum to these Council Rules. It shall state the Council's policy on Councilor conduct, City Administrator performance expectations and evaluations, and establishing goals for the strategic direction of the city.



*Council Rules Addendum:  
GOVERNANCE POLICIES*

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<b>Council Dynamics Policies</b> These policies describe the roles and responsibility of the City Council.	<i>Page 1</i>
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<b>Council / Staff Relationship Policies</b> These policies describe how delegation occurs and how performance is monitored and evaluated.	<i>Page 8</i>
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## *Council Dynamics Policies*

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The Harrisburg City Council shall hold themselves accountable to the following principles and guidelines for Code of Conduct.

**“Always do right. This will gratify some people and astonish the rest.”**

*-Mark Twain*

### **Council Member Conduct with One Another**

This council is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each council member has chosen to serve in public office in order to preserve and protect the present and the future of the City of Harrisburg. This common goal should be acknowledged even as council members may "agree to disagree" on contentious issues.

#### In Public Meetings

1. **Practice Civility and Decorum in Discussions and Debate.** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.
2. **Honor the Role of the Mayor in Maintaining Order.** It is the responsibility of the Mayor to keep the comments of the council members on track during all meetings. Council members should honor efforts by the Mayor to focus discussion on current agenda items. If there is a disagreement about the agenda or the Mayor's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedures.
3. **Avoid Personal Comments that Could Offend other Council Members.** If a council member is personally offended by remarks of another council member, the offended council member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other council member to justify or apologize for the language used. The Mayor will maintain control of this discussion. If the Mayor is challenged, then the Council President, or other non-involved council member may step in to control the discussion.
4. **Demonstrate Effective Problem Solving Approaches.** Council members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

In Private Encounters

5. **Continue Respectful Behavior in Private.** The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
6. **Be Aware of the Insecurity (Non Confidentiality) of Written Notes, Voicemail, and Email.** Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speakerphone in a full office? What would happen if this Email message were forwarded to others? Written notes, voicemail messages and Email should be treated as potentially "public" communication!
7. **Even Private Conversations can Have Public Presence.** Elected officials are always on display. Their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noticed.
8. **Quick Tips.**
  - a. Preserve dignity and self-respect.
  - b. Listen for the message even if you don't agree with it.
  - c. Respect others as they are.
  - d. Express your independent perspective.
  - e. Participate intelligently.
  - f. Be willing to delegate and let others make decisions.
  - g. Lead from the front of the parade.
  - h. Control all you should, not all you can.
  - i. Use few words after much thought rather than many words after little thought.
  - j. Seek to create change and overcome the influence of conventional wisdom.
  - k. Recognize when you need outside experts.
  - l. Recognize the efforts of others.
  - m. Continuously pursue excellence.

**Council Member Conduct with City Staff**

Governance of the City of Harrisburg relies on the cooperative efforts of all council members, who set policy, and city staff, who implements and administers the council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.



9. **Treat all Staff as Professionals.** Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.
  
10. **Direct Administrative and Operational Questions to City Management.** Questions of city staff and/or requests for additional information should be directed to the City Administrator, Asst. City Administrator/City Recorder, or their designees. The City Administrator should be copied on all such requests. Materials supplied to a council member in response to a request will be made available to all members of the council so that all have equal access to information.
  
11. **When Possible, Keep Communication with City Staff Short, to the Point and at the Best Possible Time.** Every effort should be made to limit disruption to the work of city staff. Council members should avoid making requests to staff that are in meetings, on the phone, or engrossed in performing their job functions.
  
12. **Never Publicly Criticize an Individual Employee.** Council members should never express concerns about the performance of a city employee in public or to the employee directly. Comments about staff performance should only be made to the City Administrator through private correspondence or conversation.
  
13. **Do Not Get Involved in Administrative Functions.** Council members must not attempt to influence city staff on the making of appointments, awarding of contracts, selecting of consultants, or other such administrative functions. If the project is brought to the Council, then they may, of course, discuss this at that time.
  
14. **Check with City Staff on Correspondence Before Taking Action.** Before sending correspondence, council members should check with the City Administrator to see if an official city response has already been sent or is in progress.
  
15. **Do not Attend Meetings with City Staff Unless Requested by Staff.** Even if the council member does not say anything, the council member's presence implies support, or may show partiality, intimidate staff, and hamper staff's ability to do their job objectively.

**Council Member Conduct with the Public**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, indifference or disrespect should be evident on the part of

individual council members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

### In Public Meetings

**16. Be Welcoming to Speakers and Treat Them with Care and Gentleness.**

Because personal concerns are often the issue of those who come to present to the council, council members should remember that how they treat the speaker will either help them relax or push their emotions to a higher level of intensity.

**17. Give the Appearance of Active Listening.** It is disconcerting to speakers to have council members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time, using cell phones or other electronic devices, or gazing around the room gives the appearance of disinterest. If you need to use your cell phone it is appropriate to excuse yourself from the meeting. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger, or boredom.

**18. Ask for Clarification, But Avoid Debate and Argument With the Public.** A speaker should be allowed to complete their presentation before the Mayor or Council members start asking questions. However, a council member may ask the Mayor for a "point of order" if the speaker is off the topic or exhibiting behavior or language the council member finds disturbing.

If speakers become flustered or defensive by council questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by council members to members of the public should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council member's personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing.

**19. No Personal Attacks of any Kind, Under any Circumstances.** Council members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

### In Unofficial Meetings

**20. Make no Promises on Behalf of the Council or Staff.** It is inappropriate to overtly or implicitly promise council action, or to promise city staff will do something specific (i.e. fix a pothole, replace flowers, fix a leak, etc.)

**21. Speak with One Voice.** Council members will frequently be asked to explain a council action or to give their opinion about an issue as they meet and talk with

**EXHIBIT A**

constituents in the community. It is appropriate to give a brief overview of the facts or city policies as they relate to council action. Objectively present the council's collective decision or direction, even when you may not agree. If you feel the need to express your own opinion, state it in terms such as: "I would have preferred "x" but the council wanted "y" so that's what we will be doing." Explaining council decisions, without giving your personal criticism of the council's actions, will serve to strengthen the community's image of the City of Harrisburg's Council.

- 22. **Make no Personal Comments About Other Council Members.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other council members, their opinions, and their actions. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by council members. It is a serious and continuous responsibility.

**The City of Harrisburg Council Principles of Proper Conduct**

- Keep promises ...
- Be dependable ...
- Build a solid reputation ...
- Participate and being available ...
- Demonstrate patience ...
- Show empathy...
- Hold onto ethical principles under stress...
- Listen attentively ...
- Study thoroughly ...
- Keep integrity intact ...
- Overcome discouragement ...
- Go above and beyond, time and time again ...
- Model a professional manner ...
- Respect for one another as individuals ...
- Respect for validity of different opinions ...
- Respect for the democratic process ...
- Respect for the community we serve.

## City Administrator Direction Policies

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**The CITY ADMINISTRATOR shall not cause or allow any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of commonly accepted business and professional ethics.**

A. The City Administrator shall not allow City assets to be unprotected, inadequately maintained, or unnecessarily risked. Accordingly the City Administrator may not:

1. Fail to insure against theft and casualty losses to at least 80 percent of replacement value and against liability losses to the city, employees, and the organization itself in an amount greater than the average for comparable organizations.
2. Allow unauthorized personnel access to material amounts of funds.
3. Subject facilities or equipment to improper wear and tear or insufficient routine maintenance.
4. Unnecessarily expose the city, council, or staff to claims of liability.
5. Fail to protect intellectual property, information, and files from loss or significant damage, or access by unauthorized persons.
6. Receive, distribute and/or account for funds under controls that are insufficient to meet standard accounting practices and/or to protect the city.
7. Invest or hold operating capital in insecure instruments, including uninsured checking accounts or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions or where it does not benefit the city.
8. Endanger the organization's image or credibility, particularly in ways that would hinder its accomplishment of its mission.

B. With respect to the treatment of employees, the City Administrator may not cause or allow conditions that are unfair or undignified. Accordingly, the City Administrator shall not:

1. Operate without following written personnel policies that clarify personnel rules for employees, provide for effective handling of complaints and protect against wrongful or illegal conditions.
2. Discriminate against any employee at any time for any reason.
3. Prevent employees from taking a complaint to the council when internal complaint procedures have been exhausted.
4. Fail to acquaint staff with this policy.

C. The City Administrator shall not allow budgeting that:

## EXHIBIT A

1. Contains too little information to enable credible projection of revenues and expenses, separation of capital and operational items, cash flows and disclosure of planning assumptions.
  2. Incurs debt for the city in an amount greater than can be repaid by certain, otherwise unencumbered revenues, outside of the approved budget, within ninety (90) days without prior council approval.
  3. Fail to settle payroll and debts in a timely manner.
  4. Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.
  5. Acquire, encumber or dispose of real property without the council's approval.
  6. Fail to aggressively pursue receivables after a reasonable grace period.
- D. Regarding employment, compensation and benefits to employees, consultants, and contract workers, the City Administrator shall not cause or allow jeopardy to fiscal integrity or city image. Accordingly the City Administrator may not:
1. Change his/her compensation and/or benefits.
  2. Promise or imply benefits that are outside approved benefit policies.
  3. Promise or imply permanent or guaranteed employment.
  4. Establish compensation that deviates materially from the geographic or professional market for the skills employed and/or that is outside of the approved budget.
- E. The City Administrator and City Staff shall not permit the Council to be uninformed or unsupported in its work. Accordingly, the City Administrator shall not:
1. Neglect to submit monitoring data, status reports, financial information or other pertinent information required by the Council in a timely, accurate, and understandable manner.
  2. Let the Council be unaware of relevant trends or significant changes of any kind that could [or have] negatively impact[ed] the city.
  3. Fail to report in a timely manner an actual or anticipated non-compliance with any council-approved policy.
- F. Regarding city insurance, employee benefit providers and employee wages, the City Administrator shall not:
1. Fail to review annually, all benefits providers for cost, and comparative services.

## Council/Staff Relationship Policies

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**While the Council is encouraged to communicate with staff, the Council's connection to the city's daily operations, its achievements, and conduct will be through the City Administrator, and/or City Management Staff.**

- A. The City Administrator is the Council's only link to operational achievement and conduct, so that all authority and accountability of employees, as far as the council is concerned, is considered the authority and accountability of the City Administrator. Accordingly:
1. The council will not give instructions to persons who report directly or indirectly to the City Administrator without knowledge of the City Administrator unless such act is warranted by emergency.
  2. The Council will not evaluate the performance of any employee other than the City Administrator, with the exception of disciplinary measures requiring Council decision.
  3. The Council will review the City Administrators performance on an annual basis, and will consider the City Administrators performance as identical to city performance. This includes achievement of goals and policies, financial performance as identified in the approved budget, and avoidance of Governance Policy prohibitions.
- B. Systematic and rigorous monitoring of the City Administrators job performance will be against the expected progress and eventual results of the Annual Strategic Plan and in compliance with other established goals and policies.

All policies that set boundaries for the City Administrator will be monitored at a frequency and by a method recommended and approved by the council. The council can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule.

## Strategic Direction Policies

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**By the regularly scheduled November council meeting of each year, the City Administrator shall submit the draft Annual Strategic Plan (plan) for the coming fiscal years to the Council for consideration and adoption at that or a subsequent meeting.**

**Accordingly,**

- A. The plan will outline strategic direction for the coming fiscal years that aligns with and supports the following city Mission, Vision, and Goals:

Our Mission – “Providing the highest quality public services for a better hometown Harrisburg”

Our Vision - “A vibrant and charming community that has a high quality of life, great neighborhoods, balanced economic growth, and quality public services.”

Goals –

1. Develop and maintain diverse neighborhoods where citizens will take pride in where they live.
2. Provide diverse recreational, cultural, and educational opportunities for our citizens and visitors.
3. Provide a functional transportation system that supports all modes of transportation.
4. Ensure public safety by protecting people and property.
5. Provide safe and reliable drinking water, sewage disposal and drainage systems.
6. Business Friendly – Promote an environment where businesses come, stay, and thrive through improved infrastructure, less red tape, and partnerships.
7. Maintain an active Harrisburg Redevelopment Agency who responds to the changing needs of the economy and is active in downtown redevelopment.
8. Regional Partnerships – Strengthen the Tri-County area through local and regional cooperation and coordination on economic development planning projects.
9. Effectively and efficiently provide the services that Harrisburg’s citizens need, want and are willing to support.
10. Maintain a qualified, effective, and happy workforce.
11. Establish Harrisburg as a small city model of sustainability practice.

- B. The Annual Strategic Plan shall contain at least the following components:

## EXHIBIT A

2.

1. Objectives (Broadly defined results that when accomplished will demonstrate city goal achievement in one or more areas.)
2. Actions (Actions include expected results and the specific strategies [tasks] the city will undertake to accomplish the objectives.)







September 28, 2020

Mayor Duncan  
Members of the Harrisburg City Council  
City of Harrisburg Staff

This report provides information necessary to calculate the annual Refuse Rate Index effective January 1, 2021. As stated in the Rate Modification and Rate Adjustment Statement this calculation is based on the Consumer Price Index, fuel pricing and disposal cost. Based on these factors, the adjustment effective January 1, 2021 would be calculated at 0.03%, or an average of 8¢ per residential account per month. As we work through difficult economic times for the City and our customers, Republic Services is not requesting the 0.03% increase for 2021. Rates for 2021 will remain the same as in 2020.

We are requesting two additions to the approved rate sheet for recycling and yard debris contamination and they are listed on the following page. These would be effective January 1, 2021

We appreciate your comments and suggestions as you review this document. Feel free to contact me with questions.

Best Regards,

A handwritten signature in blue ink that reads "Julie Jackson".

Julie Jackson

Municipal Relations Manager  
Republic Services  
541-286-3313  
[ljackson6@republicservices.com](mailto:ljackson6@republicservices.com)

### Proposed Additions to the Approved Rate Sheet

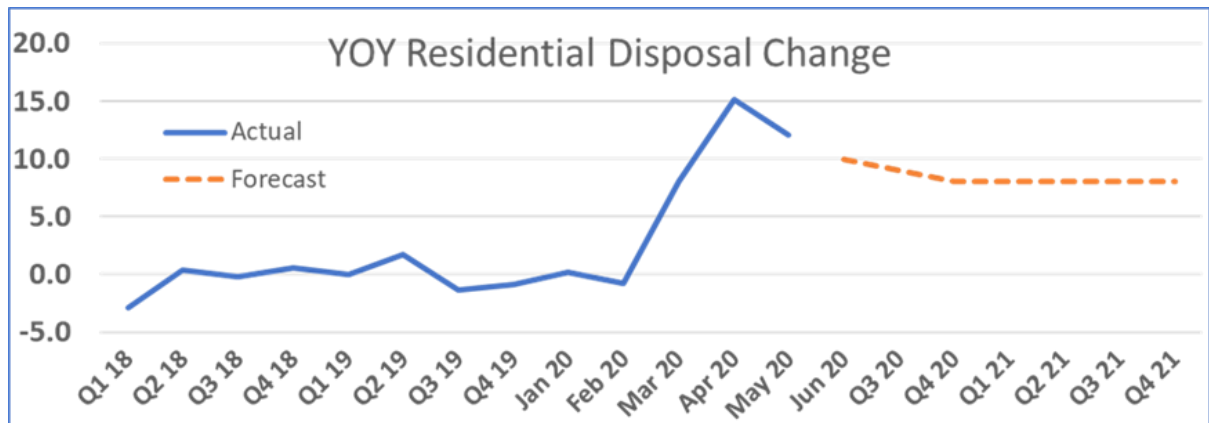
#### Recycling/Yard Debris Contamination Fee

This fee would be charged when the driver sees plastic bags in either recycling or yard debris carts on the hopper camera inside the truck. Customer account would be noted, with a warning letter sent on the first offense. The fee would be assessed only if contamination occurs again.

Contamination Fee: \$15.00 per occurrence (Proposed)

Residential volumes increased as much as 40% during the shelter-in-place weeks.

- Residents forced to remain home
- More family with children home from college and school
- Panic purchasing in early weeks
- More e-Commerce and at-home delivery



### Republic Services - City of Harrisburg RRI

	Index: June 30, 2019	Index: June 30, 2020	% Change	Weight	Refuse Index
CPI - West Size Class B/C All Urban Consumers	155.956	158.816	1.8%	65%	1.2%
CPI - West Coast Ultra Low Sulfur Diesel	3.631	2.945	-18.9%	10%	-1.9%
Coffin Butte Disposal Rate (4.0% cap)	\$ 44.00	\$ 48.00	4.0%	25%	1.0%
				Rate Adjustment %	0.3%
					<u>100.0%</u>
				Adjustment Factor	100.3%





# RURAL LINN BENTON ANNUAL REPORT

July 2019 – June 2020



**Corey Wright | Oregon RAIN Venture Catalyst**  
**corey@oregonrain.org | 503-507-8812**

HIGHLIGHTED QUOTE



*“I just wanted to take a minute to thank you for all you have taught and shown us about building our brand and business this past year. **Everything we covered in class has been invaluable**, and although we were a little disappointed that we had to put our weekly meetings on hold, Fiona and I are both looking forward to the days we can see you [in-person] again!”*

**-Jesse Gandy & Fiona Gledhill, Screamin’ Jays - Lebanon Entrepreneurs**

86 RURAL ENTREPRENEURS IDENTIFIED OR ASSISTED DURING THIS REPORTING PERIOD

MM / YYYY (1st assisted)		Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
06 (Jun)	2020	Suzanne	Brean	My Little Dog Training Academy	Service-Based - Pets	Lebanon	Applied for and accepted into the RAINmaker Accelerator program.
06 (Jun)	2020	Andrew	Bumstead	Sapience Building Co.	Construction	Philomath	Reached out to request assistance creating business logo and new branding. Connected him to several designers.

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

MM / YYYY (1st assisted)		Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
06 (Jun)	2020	Connie	Gulliford	JNC Gunsmithing LLC	Serviced Based - Gunsmithing	Sweet Home	Applied for and accepted into the RAINmaker Accelerator program.
06 (Jun)	2020	Scottie	Jones	Farm Stay USA	Trade Association	Alsea	Applied for and accepted into the RAINmaker Accelerator program.
06 (Jun)	2020	Mark	McGuire	Bountiful Backyard	Non-Profit / Famer's Market	Philomath	Connected by individuals at City of Philomath. Provided some resources and contacts on starting a farmers market.
06 (Jun)	2020	Stacey	Newman Weldon	Adventure Wednesdays LLC	Service Based - Counseling	Philomath	Applied for and accepted into the RAINmaker Accelerator program.
06 (Jun)	2020	Kelly	Reetz	VICTORIAN CHOCOLATE COMPANY	Food Manufacturer + Brick & Mortar	Lebanon	Applied for and accepted into the RAINmaker Accelerator program.
05 (May)	2020	Autumn	Peterson	Heritage Natural Finishes	Manufacturing	Philomath	Requested funding assistance. Had to sell large lot in Philomath (old Nectar Creek building) and move downtown to smaller space. Connected to Sandra Easdale at the COG, and others.
04 (Apr)	2020	Cory-Ann	Imhof	PPE Manufacturing Facility	Medical Equipment	Lebanon	Working on the PPE manufacturing project. Married to Andy Imhof.
03 (Mar)	2020	David	Mallery	Moonlight Distillery	Food & Beverage	Sweet Home	Introduced by Blair Larson. Wants to start a brewery. Met for an initial consultation.



# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

MM / YYYY (1st assisted)		Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
02 (Feb)	2020	Jim	Drago	Vac-Lid	Consumer Products	Sweet Home	Met with and consulted on go-to-market strategy. Provided coaching on completing customer discovery.
02 (Feb)	2020	Sarah	Isom	Rooh's Four Corners Coffee	Food & Beverage	Halsey	Provided coaching on customer discovery. Invited to PreX classes.
02 (Feb)	2020	James	Roenspie	the gallery	Art Gallery	Harrisburg	Held some events previously. Assisted with info on the PPP loan program.
01 (Jan)	2020	Amanda	Champ	Art by A. Champ	Consumer Products	Philomath	She attended most of the Pre-X. She had to stop due to health and family issues. She will reach out to work on the idea when things get better.
01 (Jan)	2020	Fiona	Gledhill	Queen Wich and Darling Delights	Food Manufacturing	Lebanon	Attended and graduated Pre-X. Helping formulate a business plan and build a prototype.
01 (Jan)	2020	Melissa	Grossman-Naples	Prelude	Healthcare (Intensive Outpatient Eating Disorder Program)	Philomath	Attended and graduated Pre-X. Helping formulate a business plan and preparing to raise funding.
01 (Jan)	2020	Leatha	Krehoff	Wyld Womyn Farm	Food & Beverage	Sweet Home	She attended part of Pre-X. She had to stop to focus on health and financial issues. She has an idea for a food truck with farm ingredients.
01 (Jan)	2020	Katrina	Larson	TBD	Dietician / Diabetes Educator	Sweet Home	Met with via phone and discussed a business idea for virtual dietician services. Connected to attorneys with HIPPA experience, and a mentor with health care experience.

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

MM / YYYY (1st assisted)		Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
01 (Jan)	2020	Tessa	Lovelace	Q Worx, LLC, and Assorted Tech, LLC	Ag Tech	Scio	Business Partner of Corey Zuccaro.
01 (Jan)	2020	David	Malcolm Blume	Food Hub Idea	Food & Beverage	Blodgett	Attended and graduated Pre-X. Helping formulate a business plan and prepare to raise funding.
01 (Jan)	2020	Gary	Marks	Gary Marks Art	Art	Lebanon	Provided coaching on customer discovery to validate the business model.
01 (Jan)	2020	Eli	Meyer	Aquabiomics	Service	Monroe	Attended and graduated Pre-X. Helping formulate a business plan and prepare to raise funding.
01 (Jan)	2020	Melissa	Meyer	Aquabiomics	Service	Monroe	Attended and graduated Pre-X. Helping formulate a business plan and prepare to raise funding.
01 (Jan)	2020	Jeannette	Miller Mickenham	Philomath Art & Cinema	Entertainment	Philomath	Attended and graduated Pre-X. Helping formulate a business plan and preparing to raise funding.
01 (Jan)	2020	Sallye	Mills	Wyld Womyn Farm	Food & Beverage	Sweet Home	She attended part of Pre-X. She had to stop to focus on health and financial issues. She has an idea for a food truck with farm ingredients.
01 (Jan)	2020	Charlotte	Ridinger	Shine on SUP Yoga	Service / Athletic	Brownsville	The entrepreneur reached out on the website. I followed up with phone call and email.
01 (Jan)	2020	Vandy	Roadifer	Heart-Root Nutrition LLC	Service Sector	Lebanon	She attended most of the Pre-X. She had to stop due to health and family issues. She will reach out to work on the idea when things get better.

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

MM / YYYY (1st assisted)		Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
01 (Jan)	2020	Larry	Shuttlesworth	Pacific Recovery Recycling Solutions, Inc.	Clean Tech	Lebanon	He attended most of Pre-X. He had to stop due to health and family issues.
01 (Jan)	2020	Mackenzie	Thomas	Cascade Virtual	Service	Sweet Home	Met with to discuss how to involve the company and reach customers in the local area. Connected to local co-working spaces.
01 (Jan)	2020	Chris	Wade	Nova Aerial LLC	Service	Sweet Home	Attended and graduated Pre-X. Helping formulate a business plan and preparing to raise funding.
01 (Jan)	2020	Dawn	Wheaton	TBD	Mental Health	Sweet Home	She wants to study and open a hypnosis facility. Provided a free laptop through Nerds Abroad so that she could begin studying.
01 (Jan)	2020	Corey	Zuccaro	Q Worx	Ag Tech	Scio	Reach out for funding assistance. Just moved from Florida. Met with and provided various connections to funding in Oregon. Working with Mike White in Marion County (lives closer to Salem, even though in Linn County)
01 (Jan)	2020	Cody	Zuniga	TBD		Lebanon	Offered assistance on a potential business acquisition.
12 (Dec)	2019	Shawn	Hayward	Trucking Dispatch Software	Software	Lebanon	Developing new trucking software. Assisting with product dev and customer discovery.
11 (Nov)	2019	Faith	Castle	TBD	Service Industry	Sweet Home	Met at an event. I sent an email to follow up and learn more about the business idea and how to help.

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

MM / YYYY (1st assisted)		Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
11 (Nov)	2019	Peter	Cersovski	TBD	Agricultural	Harrisburg	Met at Social Media Marketing event. Has an idea for a new type of flood-resistant corn seed. Met with a provided coaching on market analysis and value proposition design.
11 (Nov)	2019	Lindsay	Eilers	TBD	Food & Beverage	Sweet Home	She has a cake decorating business she wants to start. Julie from Groovy Moods referred her. I sent an email to line up a time for a meeting with her.
11 (Nov)	2019	Angelita	Sanchez	Angel's Rock' nRoll Construction	Service	Sweet Home	Reached out at Sweet Home City Council Presentation. She has a contractor business. I followed up with an email to arrange a time to meet. No response.
10 (Oct)	2019	Jacob	Bowman	Think Brain Candy	Local Retail	Lebanon	He owns a local bookstore. He attended several events.
10 (Oct)	2019	Devon	Krukiewicz	Blueriver Biotech Inc	Ag Tech	Blodgett	Attend part of the Pre-X series. Provided connections and pitch coaching.
10 (Oct)	2019	Devin	Schultz	<a href="http://DoggieRamps.com">DoggieRamps.com</a>	E-Commerce	Lebanon	Attended Mentor Mixer event. Working on a pet-based product startup. Shared info on the PPP program.
09 (Sep)	2019	Marc	Aitkin	Incite Coffee Roasters	Food & Beverage	Lebanon	Looking for a location to roast coffee. Invited to several RAIN events and connected to Lebanon Ec Dev. Department.
09 (Sep)	2019	Cyndy	Cessnun	AVON	MLM	Philomath	She attended an Oregon RAIN event. She has not reached out for additional assistance.
09 (Sep)	2019	Mike	Cockrem	KiwiChem International Inc.	Consulting	Philomath	He attended an Oregon RAIN event. He has not reached out for additional assistance.

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

MM / YYYY (1st assisted)		Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
09 (Sep)	2019	Emily	Cowart	Blue-Collar Massage	Service Industry	Lebanon	Attended Oregon Startup CAFE for mentoring and networking.
09 (Sep)	2019	Mino	Fuller	Ortho Bionomy	Service	Philomath	She attended multiple Oregon RAIN events. I connected her to mentors and marketing professionals.
09 (Sep)	2019	Kellie	Kem	Sweet Home Choppers	Auto Sales	Sweet Home	Interested in moving their location. Potentially wants to start a scooter shop in Lebanon.
09 (Sep)	2019	Paula	Newman	Schmizza Public House	Restaurant	Lebanon	She has attended multiple Oregon RAIN events. She is also a mentor for entrepreneurs.
09 (Sep)	2019	Levi	Reese	Keira's Kars, LLC	Vehicle Sales	Lebanon	He has attended several Oregon RAIN events. Assisted with providing info about the PPP program.
09 (Sep)	2019	Brandon	Sofge	Vantaggio	Consulting	Crawfordsville	<b>Do not engage. This individual has a criminal background record and has been preying on local startups. Our Executive Director has been informed.</b>
09 (Sep)	2019	Ian	Tassin	Oregon IT	Service	Philomath	Student. I hired for business to give him experience. He attended an event on marketing. I gave him feedback on customer service techniques.
09 (Sep)	2019	Janie	Tuller	Just Say It With Sweets	F&B	Sweet Home	She is a potential entrepreneur that needs assistance. I reached out via email. I haven't heard back yet.
09 (Sep)	2019	Nicole	Zedwick	Nicole Zedwick Interior Design	Interior Design	Lebanon	Attended Oregon Startup CAFE for mentoring and networking.
08 (Aug)	2019	Allison	Lamplugh	Lamplight Creative	Creative Services Agency	Philomath	Helping set up a local entrepreneur meetup group for startups in Philomath. Covid-19 has put things on hold for now.

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

MM / YYYY (1st assisted)		Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
07 (Jul)	2019	Becky	Cornforth	Fair Winds Acres	Soap Artisan	Cheshire	Entrepreneur identified at the local farmers market. I gave business cards and invited to events.
07 (Jul)	2019	Hipsy	Gypsy	Hipsy Gypsy	Recycled Clothing	Monroe	Entrepreneur identified at the local farmers market. I gave business cards and invited to events.
07 (Jul)	2019	Dayna	Hansen	Not 2 Shabbee	Resale	Brownsville	The entrepreneur attended several RAIN events.
07 (Jul)	2019	Johnie	Harp	The Original Weed Bead	E-Commerce	Lebanon	I connected to a Mercy Corps IDA grant application that opened in Dec. She is currently putting the business on hold while getting in better financial shape.
07 (Jul)	2019	Melody	Jordan	Mighty Mama in Pajamas	Fitness and mom-life online coach	Lebanon	Providing coaching on how to leverage the COVID crisis to develop online workouts for new moms.
07 (Jul)	2019	Kendra	Knebel	Bo-Macks	Food Manufacturing	Lebanon	She attended part of the Pre-X. I'm trying to provide assistance and help, but the entrepreneur is very busy and needs to focus on 1 or 2 ideas.
07 (Jul)	2019	Mack	Knebel	Bo-Macks	Food Manufacturing	Lebanon	I provided marketing coaching. He is part of the Bo-Macks businesses.
07 (Jul)	2019	Michelle	Sheets	Branch, Leaf, Bloom by the Greenhouse	Designer & Fabricator	Monroe	Entrepreneur identified at the local farmers market. I gave business cards and invited to events.
07 (Jul)	2019	Ron	Stover	Hill Code Knives	Knive Artisan	Bellfountain	Entrepreneur identified at the local farmers market. I gave business cards and invited to events.
07 (Jul)	2019	Carol	Terrill	TBD		Halsey	She reached out for assistance with an idea. I tried multiple times to schedule a meeting but the entrepreneur did not respond.

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

MM / YYYY (1st assisted)		Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
07 (Jul)	2019	Stephanie	Victor	Drive Through Salad Restaurant Idea	Restaurant	Lebanon	Attended Startup CAFE in Lebanon. Has the idea for a drive-through salad business. I reached out to offer assistance but no response yet.
06 (Jun)	2019	Ashleigh	Telfer	Ashleigh's Originals	Apparel	Harrisburg	Making custom dresses and shoes and wants to get into the apparel industry. Coaching on customer interview questions.
05 (May)	2019	Camelia	Moss	Camelias Candles	Candle Wax Recycling	Lebanon	I met with her for an initial consultation. She attends many Oregon RAIN events. She will need assistance with learning disabilities before Oregon RAIN can provide more impactful support.
05 (May)	2019	Jim	Treml	Treml's Jewelry	Jewelry Store	Lebanon	He has attended various startup events in Lebanon.
05 (May)	2019	Michelle	Waddell	Spoons Ice Cream	Restaurant	Philomath	Held initial consultation and provided homework and introductions to help with customer discovery. Introduced to SBDC. Helping find funding.
05 (May)	2019	Jonathan	Woo	Boardgame Meetup App	Tech	Philomath	Attended and graduated Pre-X. Helping formulate a business plan and prepare to raise funding.
03 (Feb)	2019	Jennifer	Puccio	Endangered Species Project (ESP)	Fashion	Lebanon	She attended most of the Pre-X. She has several business ideas she is considering. I'm assisting as I can.
12 (Dec)	2018	Anielis	Raas	ZenPui	Clothing	Philomath	Promoted her startup posts on making protective gear. Helping advocate for more assistance to rural startups making PPE products.

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

MM / YYYY (1st assisted)		Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
11 (Nov)	2018	Andrew	Imhof	The Horsepower Hour Podcast	Entertainment and education	Lebanon	Assisting with mentoring. Looking into starting a PPE business in Lebanon.
11 (Nov)	2018	Cory	Love	Hand Picked Agents	Real Estate	Philomath	Provided information on PPP and EIDL loan applications.
11 (Nov)	2018	Cindy	Sekiguchi	Koala Pete	Consumer Products	Lebanon	Attended and graduated Pre-X. Helping formulate a business plan and build a prototype.
09 (Sep)	2018	Joseph	Sanchez	CryptoChats	Tech	Lebanon	A media company for all things blockchain. He also wants to start an incubator/accelerator.
09 (Sep)	2018	Julie	Southern Wolfsong	Groovy Moods	E-Commerce	Sweet Home	Helped her with some details of attending the Mercy Corps program to allow her to qualify for the IDA grant. Helping her get access to technology to scale her business.
08 (Aug)	2018	Shelley	Roenspie	The Gallery	Art	Harrisburg	Needs website, wants to get on Amazon. May not be coachable.
08 (Aug)	2018	Stan	Salot	Business and Quality Process Management, LLC / DDI	Manufacturing	Monroe	Assisted with connections and mentoring on the idea of starting a medical mask company.
07 (Jul)	2018	John	Marr	Varlio	Tech	Philomath	Caroline is helping as he deals with investor-related issues. Provided info on the PPP program. He recently landed a 6-figure contract for his business!
07 (Jul)	2018	Jeanie	Wenning	Recliner Bedding	Manufacturing	Lebanon	Revisiting idea for the apparel business. Attending local virtual events.



# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

MM / YYYY (1st assisted)		Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
06 (Jun)	2018	Mary	Granzow	The Crossroads Cafe	Food & Beverage	Halsey	Introduced to individuals that she could sell the business to and to potential funders for investing in Halsey downtown. Unfortunately, due to personal health issues, she had to close down her cafe.
06 (Jun)	2018	Alvin	Kimble	TBD		Sweet Home	Entrepreneur re-reached out with new business ideas and asking for funding. Provided feedback and suggested performing customer discovery to validate product idea.
06 (Jun)	2018	Corey	McEldowney	Slabtown	Food & Beverage	Lebanon	He attended the Oregon RAIN Holiday Party. Moving forward with food cart space in Lebanon. I introduced to several people.
06 (Jun)	2018	Jerry	Springer	Wholesale Online Group	E-Commerce	Brownsville	Provided coaching on value proposition design, pitching to investors, and introduced to mentors. Entrepreneur attended multiple startup events.
06 (Jun)	2018	Christina	Wickstein	Chris Wick Gallery	Art	Monroe	Provided information and workshops on PPP loans. I helped with business pricing and model.

## ***Privacy Notice***

***We respectfully ask that you keep all company and entrepreneur specific data internal to city staff only.  
If you choose to publish this document, we ask that you request a copy from Oregon RAIN without company-specific data.***

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

## METRICS

All of the below data is self-reported by rural Linn Benton startups for their 2019 Fiscal Year. Not all entrepreneurs we surveyed report their data. Oregon RAIN has switched to collecting survey data from Linn Benton entrepreneurs on an annual basis.

Metric	Jan 2019 - Dec 2019
New Workers/Jobs	17.75
Funding Raised	\$323,000
Funding Needed Over Next Year	\$5,830,000
Biggest Barrier to Growing Business:	Funding, CoFounders, Skills Training
Age:	25.0% 30-39 Years Old 25.0% 40-49 Years Old 12.5% 50-59 Years Old 25.0% 60-69 Years Old 12.5% 70-79 Years Old
Gender:	50.0% Female 50.0% Male
Ethnicity:	75.0% Caucasian 12.5% Black/African 12.5% Hispanic/Latinx/Spanish origin

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

## RURAL LINN BENTON ENTREPRENEURIAL ECOSYSTEM SCORECARD

Below is a table highlighting the Linn Benton rural region’s Entrepreneurial Ecosystem. This score is meant to be the starting basis for discussions with key regional stakeholders and will be updated annually. We welcome your comments and feedback, as well as what you might score differently. For some low scoring items, commentary has been provided.

**Rural Linn Benton Score: 33 out of 48 points possible**

**SCORING:**            0 = Disagree            1 = Don’t Know or Too Early to Tell            2 = Somewhat Agree            3 = Agree

Regional Characteristics of a Thriving Entrepreneurship & Innovation (E&I) Ecosystem	SCORE
Government buy-in still exists to support a thriving E&I Ecosystem	3 – Agree
Government leaders are demonstrating a willingness to amend policies to support the ecosystem	2 – Somewhat Agree <sup>1</sup>
Human capital (talent) exists in your region to support the growth of the E&I ecosystem	2 – Mostly Agree
Workforce training is available in the region	2 – Somewhat Agree
The right education and training exists to support an E&I ecosystem (e.g. higher education, leadership training, accelerators, incubators, workshops, etc.)	2 – Somewhat Agree <sup>2</sup>
People who have “been there, done that” business expertise exist in the region	2 – Somewhat Agree
Quality mentors are engaging with local startups	2 – Somewhat Agree
The local media covers stories about your local startups and innovation economy	1.5 – Occasionally <sup>3</sup>
There are multiple ecosystem partners engaged in the ecosystem	2 – Mostly Agree
Entrepreneurs have stepped up to champion the ecosystem	3 – Agree

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

Regional Characteristics of a Thriving Entrepreneurship & Innovation (E&I) Ecosystem	SCORE
Relevant physical assets exist in your community to support a growing E&I ecosystem (e.g., labs, kitchen incubators, co-working spaces, maker spaces, innovation hubs, etc.)	2 – Somewhat Agree
High net-worth individuals interested in learning about angel investing have been identified.	1.5 – Too Early to Tell <sup>4</sup>
Capital is being invested into startups in the region.	1 – Too Early to Tell <sup>5</sup>
Service providers exist in the region and are engaging in the ecosystem	2 – Mostly Agree
There are regional and global markets demanding the types of products/innovations being created in your community (market timing)	2 – Mostly Agree
There are entrepreneurs, inventors, and creatives in your community asking for support.	3 – Agree
<b>TOTALS</b>	<b>33.0</b>

*Note: If your grand total is under 20, your community/region may not be ready for this work, or the work plan needs to be revisited. Maximum score = 48.*

<sup>1</sup> *Suggestions for government leaders to do more in this category: reviewing an “Entrepreneurial Impact Statement” when voting on new regulations, or working to ease restrictions for businesses like food trucks and pop-up markets.*

<sup>2</sup> *More free and formal training on using computers and technology in business, as well as financial literacy, would vastly assist rural entrepreneurs, especially those in higher age brackets.*

<sup>3</sup> *Your Venture Catalyst subscribes to the primary local papers in the region and scans them daily. Nearly 100% of the stories about businesses focus on those that have existed in the community for a long time, and not new ventures, startups, and entrepreneurs. Oregon RAIN is working on getting more startups covered.*

<sup>4</sup> *While a few angel investors living in rural communities have been identified, by and large, the majority live in Albany or Corvallis. To increase this score, we recommend that city leaders directly connect the Oregon RAIN venture catalyst to known high-net-worth individuals in their community.*

<sup>5</sup> *A few rural startups have received capital investments, most notably, Varlio from Philomath raised \$300k in a seed round raise. However, the majority of rural startups are still too young to receive consideration for investment or have products that will need to raise capital through alternative methods like crowdfunding and lending programs.*

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

## 102 EVENTS & ACTIVITIES HELD DURING THIS REPORTING PERIOD

Events and activities were **well-attended by entrepreneurs, business owners, stakeholders, and ecosystem partners**. Exceptionally well-attended and high energy events were those discussing re-opening Oregon after the COVID-19 lockdown and taking advantage of PPP loan programs.



*Entrepreneurs from Linn Benton and beyond share their experiences and challenges regarding trying to get PPP loan funding from local banks and the SBA with U.S. Senator Ron Wyden.*

*Local entrepreneurs and business owners attend an Oregon RAIN marketing event at the historic Kirk's Ferry building in Brownsville.*

Event Date MM / DD / YYYY			Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees
06 (Jun)	24	2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	9
06 (Jun)	24	2020	Engaging Customers with Online Marketing & Social Media	Online via Zoom	N/A	Guest speaker, Melody Reese-Jordan	25

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

Event Date MM / DD / YYYY			Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees
06 (Jun)	17	2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	7
06 (Jun)	17	2020	Virtual Female Founder Fireside Chat	Online via Zoom	N/A	Guest speakers: Aida Camalich Lough, Madison Page, Shannon Adair	22
06 (Jun)	10	2020	Getting That Investor's Check	Online via Zoom	N/A	Speaker, Corey Wright	10
06 (Jun)	10	2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	9
06 (Jun)	5	2020	Cash Flow & P&L Best Practices	Online via Zoom	N/A	Guest speaker, Robert Killen	34
06 (Jun)	3	2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	9
06 (Jun)	1	2020	7 Tips for Making Sales at Farmer's Markets	Online via Zoom	N/A	Guest speaker, Stephanie LeQuieu	17
05 (May)	27	2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	9
05 (May)	21	2020	Finanzas para negocios 101 (Business Finances 101)	Online via Zoom	N/A	Guest speaker, Anielis Raas	30
05 (May)	20	2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	9
05 (May)	18	2020	Running a Crowdfunding Campaign During COVID-19	Online via Zoom	N/A	Speaker, Corey Wright	27
05 (May)	15	2020	The Basics of Financial Statements for a Business	Online via Zoom	N/A	Guest speaker, Michael Couch	42
05 (May)	14	2020	Lebanon Startup Community	Online via Zoom	Lebanon	Weekly meetup for startups.	4
05 (May)	13	2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	8
05 (May)	11	2020	Food Manufacturer Perspectives on Weathering COVID-19	Online via Zoom	N/A	Guest speaker, Seth Tibbott	49

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

Event Date MM / DD / YYYY			Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees
05 (May)	8	2020	Reopening Oregon: What Small Businesses & Startups Need to Know	Online via Zoom	N/A	Guest speakers: Arnie Roblan, Leah Horner, David Gerstenfeld, Erin Reynolds, Melisa Drugge.	282
05 (May)	7	2020	Lebanon Startup Community	Online via Zoom	Lebanon	Weekly meetup for startups.	4
05 (May)	6	2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	8
05 (May)	5	2020	City leaders speak to CLW about creating Emergency Loan Fund	Online via Zoom	N/A	Guest speaker, Lynn Meyer, Community Lending Works	12
05 (May)	4	2020	Maintaining Leadership in Times of Crisis	Online via Zoom	N/A	Guest speaker, Dr. Rod Ray	20
05 (May)	2	2020	Getting Kids Excited About Entrepreneurship	Online via Zoom	N/A	Guest speaker, Ariel Ruben	6
05 (May)	1	2020	Mental Health for Entrepreneurs	Online via Zoom	N/A	Guest speaker, Dr. Caroline Fisher	16
04 (Apr)	30	2020	Lebanon Startup Community	Online via Zoom	Lebanon	Weekly meetup for startups.	4
04 (Apr)	29	2020	City leaders speak to CLW about creating Emergency Loan Fund	Online via Zoom	N/A	Guest speaker, Lynn Meyer, Community Lending Works	
04 (Apr)	29	2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	9
04 (Apr)	28	2020	Senator Ron Wyden Speaks to Entrepreneurs	Online via Zoom	N/A	Guest VIP, Senator Ron Wyden	32
04 (Apr)	27	2020	Investor Perspectives on How Startups Can Weather the COVID-19 Storm	Online via Zoom	N/A	Guest speakers, Robert Pease & Julie Harrelson	74
04 (Apr)	23	2020	Lebanon Startup Community	Online via Zoom	Lebanon	Weekly meetup for startups.	4
04 (Apr)	22	2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	7

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Event Date MM / DD / YYYY			Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees
04 (Apr)	21	2020	Lebanon Startup Community	Online via Zoom	Lebanon	Weekly meetup for startups.	4
04 (Apr)	20	2020	Startup Sales & Marketing Tips	Online via Zoom	N/A	Guest speaker, Caroline Cummings	60
04 (Apr)	17	2020	Virtual Support Group	Online via Zoom	N/A	Weekly meetup for startups.	32
04 (Apr)	16	2020	Lebanon Startup Community	Online via Zoom	Lebanon	Weekly meetup for startups.	4
04 (Apr)	15	2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	7
04 (Apr)	13	2020	Virtual Workshop - Digital Sales Platforms	Online via Zoom	N/A	Guest speaker, Raj Vable	48
04 (Apr)	10	2020	Virtual Support Group - PPP Loans with First Interstate Bank	Online via Zoom	N/A	Guest speaker, Gary Collins	72
04 (Apr)	9	2020	Lebanon Startup Community	Online via Zoom	Lebanon	Weekly meetup for startups.	7
04 (Apr)	8	2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	7
04 (Apr)	6	2020	Virtual Workshop - Social Media 101	Online via Zoom	N/A	Guest speaker, Ariel Ruben.	54
04 (Apr)	6	2020	Virtual Support Group - PPP Loans with Banner Bank	Online via Zoom	N/A	Guest speaker, Jason Alansky	64
04 (Apr)	3	2020	Virtual Support Group - PPP Loans with Oregon Pacific Bank	Online via Zoom	N/A	Ron Green (268 Signups - Zoom snafu. Added up to 500 capacity, but didn't apply to that meeting)	100
04 (Apr)	2	2020	Lebanon Startup Community	Online via Zoom	Lebanon	Weekly meetup for startups.	5
04 (Apr)	1	2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	8
03 (Mar)	31	2020	Scale Your Startup 2020 - Lebanon	Online via Zoom	Lebanon	Week 7 of Pre-Accelerator Series taught by Corey Wright.	6



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Event Date MM / DD / YYYY			Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees
03 (Mar)	30	2020	Virtual Workshop - Why Knowing Your Customer is Important	Online via Zoom	N/A	Virtual Workshop presented by Corey Wright.	19
03 (Mar)	30	2020	Scale Your Startup 2020 - Philomath	Online via Zoom	Philomath	Week 7 of Pre-Accelerator Series taught by Corey Wright.	14
03 (Mar)	27	2020	Oregon RAIN Virtual Entrepreneur Support Group	Online via Zoom	N/A	Virtual support session for startups.	3
03 (Mar)	27	2020	Represent Your Startup With Confidence	Online via Zoom	N/A	Virtual Workshop presented by Dr. Melissa Bird.	6
03 (Mar)	26	2020	Lebanon Startup E-CAFE	Online via Zoom	Lebanon	Weekly meetup for startups.	5
03 (Mar)	25	2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	11
03 (Mar)	19	2020	Lebanon Startup E-CAFE	Online via Zoom	Lebanon	Weekly meetup for startups.	6
03 (Mar)	17	2020	Scale Your Startup 2020 - Lebanon	Online via Zoom	Lebanon	Week 6 of Pre-Accelerator Series taught by Corey Wright.	6
03 (Mar)	16	2020	Scale Your Startup 2020 - Philomath	Online via Zoom	Philomath	Week 6 of Pre-Accelerator Series taught by Corey Wright.	15
03 (Mar)	9	2020	Scale Your Startup 2020 - Philomath	Peace Lutheran Church	Philomath	Week 5 of Pre-Accelerator Series taught by Corey Wright.	21
03 (Mar)	3	2020	Scale Your Startup 2020 - Lebanon	LBCC Lebanon Center	Lebanon	Week 4 of Pre-Accelerator Series taught by Corey Wright.	9
03 (Mar)	2	2020	Scale Your Startup 2020 - Philomath	Peace Lutheran Church	Philomath	Week 4 of Pre-Accelerator Series taught by Corey Wright.	13
02 (Feb)	24	2020	Scale Your Startup 2020 - Lebanon	LBCC Lebanon Center	Lebanon	Week 3 of Pre-Accelerator Series taught by Corey Wright.	15

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Event Date MM / DD / YYYY			Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees
02 (Feb)	23	2020	Scale Your Startup 2020 - Philomath	Peace Lutheran Church	Philomath	Week 3 of Pre-Accelerator Series taught by Corey Wright.	13
02 (Feb)	20	2020	State of the City - Philomath	Peace Lutheran Church	Philomath	Outreach to Philomath Chamber of Commerce.	N/A
02 (Feb)	18	2020	Scale Your Startup 2020 - Lebanon	LBCC Lebanon Center	Lebanon	Week 2 of Pre-Accelerator Series taught by Corey Wright.	15
02 (Feb)	17	2020	Scale Your Startup 2020 - Philomath	Peace Lutheran Church	Philomath	Week 2 of Pre-Accelerator Series taught by Corey Wright.	14
02 (Feb)	13	2020	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	7
02 (Feb)	11	2020	Scale Your Startup 2020 - Lebanon	LBCC Lebanon Center	Lebanon	Week 1 of Pre-Accelerator Series taught by Corey Wright.	15
02 (Feb)	10	2020	Scale Your Startup 2020 - Philomath	Peace Lutheran Church	Philomath	Week 1 of Pre-Accelerator Series taught by Corey Wright.	16
02 (Feb)	5	2020	Eight City Check In with Oregon RAIN	Eats and Treats Cafe	Philomath	Update to rural Linn Benton city leaders.	11
02 (Feb)	1	2020	The Ford Family Foundation Workshop	Sweet Home City Hall	Sweet Home	Economic Development strategy activity for Sweet Home.	N/A
01 (Jan)	30	2020	Bring Your Business Idea	The Rio Theater	Sweet Home	Pitch event in Sweet Home for new business ideas.	21
01 (Jan)	30	2020	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	4
01 (Jan)	23	2020	Social Media Marketing to Boost Your Business	Kirks Ferry	Brownsville	A workshop taught by Corey Wright & Melody Jordan.	9

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Event Date MM / DD / YYYY			Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees
01 (Jan)	16	2020	Marketing Secrets to Boost Your Business	Sweet Home City Hall	Sweet Home	A workshop taught by Raj Vable & Melody Jordan.	18
01 (Jan)	11	2020	Timber Towne Coffee Chamber Ribbon Cutting	Timber Towne Coffee	Philomath	Outreach to new Philomath entrepreneurs & businesses.	N/A
12 (Dec)	16	2019	Oregon Leadership Summit	Oregon Convention Center	Portland	Attended the Oregon Leadership Summit to network with stakeholders and advocate for rural entrepreneurship support and capital access for rural entrepreneurs and minorities.	N/A
12 (Dec)	12	2019	Oregon RAIN Linn Benton Holiday Party	Community Room	Halsey	Holiday Party for Linn Benton entrepreneurs to celebrate the season.	20
12 (Dec)	10	2019	Brownsville Startup Cafe	Randy's Coffee	Brownsville	Outreach Event.	2
12 (Dec)	6	2019	Venture Catalyst Annual Meeting	Perkins Coie LLP	Portland	Attended annual Venture Catalyst meeting to network, share about work in the region, advocate for programs to support rural entrepreneurs, and learn best practices.	N/A
12 (Dec)	5	2019	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	6
12 (Dec)	4	2019	Effective Marketing for Rural Businesses	Monroe Community Library	Monroe	Outreach event. Marketing educational workshop.	18
12 (Dec)	3	2019	Tie Pitch Oregon 2019	The Loft	Portland	Attended to support entrepreneurs (include those from the Linn Benton region) at Tie Oregon's annual pitch event in Portland.	N/A
11 (Nov)	26	2019	Present to Sweet Home City Council	Sweet Home City Hall	Sweet Home	Presented by Corey Wright.	N/A

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Event Date MM / DD / YYYY			Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees
11 (Nov)	26	2019	StoryBoard Your Business	LBCC Lebanon Center	Lebanon	A workshop taught by Startup Champion, Stan Salot.	10
11 (Nov)	21	2019	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	9
11 (Nov)	18	2019	Effective Marketing w/ Social Media	KeyBank Harrisburg	Harrisburg	Outreach event. Marketing educational workshop.	16
11 (Nov)	7	2019	LSF for Lebanon Chamber of Commerce	LBCC Lebanon Center	Lebanon	Educational outreach to local business leaders.	21
11 (Nov)	7	2019	Building Powerful Relationships in Business	The Point in Sweet Home	Sweet Home	Guest speaker Barby Williams. Branding workshop.	18
11 (Nov)	7	2019	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	7
10 (Oct)	24	2019	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	7
10 (Oct)	10	2019	Mentor Mixer	The Lobby in Lebanon	Lebanon	7 Mentors attended to meet with entrepreneurs.	15
09 (Sep)	30	2019	Everyone Communicates, Few Connect	Philomath Library	Philomath	Guest Speaker Lee Edwards. Educational workshop.	11
09 (Sep)	26	2019	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	9
09 (Sep)	12	2019	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	7
08 (Aug)	29	2019	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	6
08 (Aug)	23	2019	City Hall Grand Opening	New City Hall in Sweet Home	Sweet Home	Outreach to the community. Networking with stakeholders.	N/A
08 (Aug)	22	2019	Chamber After Hours	Umpqua Bank	Sweet Home	Outreach to local entrepreneurs.	N/A

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Event Date MM / DD / YYYY			Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees
08 (Aug)	15	2019	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	4
08 (Aug)	1	2019	Lebanon Startup Cafe	Sugar Vibes	Lebanon	Weekly meetup for startups.	7
07 (Jul)	31	2019	Coffee with Entrepreneurs	Sugar Vibes	Sweet Home	Outreach to local entrepreneurs.	5
07 (Jul)	24	2019	Mead with Entrepreneurs	Nectar Creek in Philomath	Philomath	Outreach to local entrepreneurs.	11
07 (Jul)	24	2019	Presentation to Ec Dev Com.	Oregon Veteran's Home	Lebanon	Outreach to local business stakeholders.	8
07 (Jul)	23	2019	Outreach at Monroe Farmers Market	Highschool Parking Lot	Monroe	Outreach to local entrepreneurs.	N/A
07 (Jul)	18	2019	Coffee with Entrepreneurs	Sugar Vibes Lebanon	Lebanon	Outreach to local entrepreneurs.	11
<b>TOTAL ATTENDEES</b>							<b>1790</b>

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

## FUNDS LEVERAGED DURING THIS REPORTING PERIOD

During this reporting period, **an additional \$111,832 in new funding was leveraged** to support growing the Linn Benton entrepreneurial ecosystem.

- Eight Rural Cities (Adair Village, Brownsville, Halsey, Harrisburg, Lebanon, Monroe, Philomath, & Sweet Home): **\$30,000** (FY 19-20)
- Linn County: **\$25,000** (FY 19-20)
- Benton County: **\$25,000** (FY 19-20)
- The Ford Family Foundation: **\$25,000** (FY 19-20)
- Oregon Community Foundation - COVID funds: **\$5,000** (FY 19-20)
- Peak Internet - RAINmaker Sponsor: **\$1,500** (FY 19-20)
- Individuals to support RAINmaker: **\$332** (FY 19-20)

**Total New Funding Leveraged for Linn Benton Region from Jul 2019 – Jun 2020: \$111,832**

## MEDIA GARNERED DURING THIS REPORTING PERIOD (14)

A total of 14 articles were written about our ecosystem building work and entrepreneurs/startups we supported during Jul 2019 – Jun 2020.

Month	Day	Year	Title	Publication	Link
05 (May)	8	2020	Local Restaurateurs Expand & Launch Despite Pandemic	<i>KLCC</i>	<a href="https://www.klcc.org/post/local-restaurateurs-expand-launch-despite-pandemic">https://www.klcc.org/post/local-restaurateurs-expand-launch-despite-pandemic</a>
04 (Apr)	21	2020	LONG-AGO TRIP TO EUROPE RESULTS IN NEW FRENCH BAKERY IN LEBANON	<i>Lebanon Local</i>	<a href="https://www.lebanonlocalnews.com/long-ago-trip-to-europe-results-in-new-french-bakery-in-lebanon/">https://www.lebanonlocalnews.com/long-ago-trip-to-europe-results-in-new-french-bakery-in-lebanon/</a>
04 (Apr)	12	2020	Making business connections matter in mid-valley	<i>Corvallis Gazette-Times</i>	<a href="https://lebanon-express.com/news/local/making-business-connections-matter-in-mid-valley/article_9029b907-7417-5fd6-92bf-0a224f080d25.html">https://lebanon-express.com/news/local/making-business-connections-matter-in-mid-valley/article_9029b907-7417-5fd6-92bf-0a224f080d25.html</a>

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Month	Day	Year	Title	Publication	Link
01 (Jan)	28	2020	Augmented Reality: Where art + tech = magic   Jon Mar   TEDxManhattanBeach	<i>TEDx Talks</i>	<a href="https://youtu.be/zepG-4Y2Zlg">https://youtu.be/zepG-4Y2Zlg</a>
12 (Dec)	18	2019	Home-grown toy business taking off for mom, daughter	<i>The New Era</i>	<a href="https://www.sweethomenews.com/story/2019/12/18/news/home-grown-toy-business-taking-off-for-mom-daughter/22505.html">https://www.sweethomenews.com/story/2019/12/18/news/home-grown-toy-business-taking-off-for-mom-daughter/22505.html</a>
12 (Dec)	17	2019	RAIN score puts SH in middle for business climate	<i>The New Era</i>	<a href="https://www.sweethomenews.com/story/2019/12/18/news/rain-score-puts-sh-in-middle-for-business-climate/22502.html">https://www.sweethomenews.com/story/2019/12/18/news/rain-score-puts-sh-in-middle-for-business-climate/22502.html</a>
12 (Dec)	11	2019	New app Varlio brings paintings to life	<i>Fox 12 Oregon</i>	<a href="https://www.kptv.com/good_day_oregon/more/new-app-varlio-brings-paintings-to-life/video_5145962c-f70f-5085-8d6e-8253c3602ef5.html?fbclid=IwAR2fAZKXqZ7HOH22EE4DRZIL6mn7dJQoB4BnlNGI7XKplqdaCFQpEydX99U">https://www.kptv.com/good_day_oregon/more/new-app-varlio-brings-paintings-to-life/video_5145962c-f70f-5085-8d6e-8253c3602ef5.html?fbclid=IwAR2fAZKXqZ7HOH22EE4DRZIL6mn7dJQoB4BnlNGI7XKplqdaCFQpEydX99U</a>
12 (Dec)	11	2019	10 tech products we loved in 2019	<i>Inman</i>	<a href="https://www.inman.com/2019/12/11/10-tech-products-that-impressed-us-this-year/">https://www.inman.com/2019/12/11/10-tech-products-that-impressed-us-this-year/</a>
11 (Nov)	23	2019	Board Game Start-up Mountaineers	<i>The Corvallis Advocate</i>	<a href="https://www.corvallisadvocate.com/2019/board-game-start-up-mountaineers/">https://www.corvallisadvocate.com/2019/board-game-start-up-mountaineers/</a>
11 (Nov)	8	2019	Augmented Reality Art Store: Varlio	<i>The Corvallis Advocate</i>	<a href="https://www.corvallisadvocate.com/2019/augmented-reality-art-store-varlio/?fbclid=IwAR2GYg62Br8jhmjq4VqTiPtE3CtX-Z57wSyoB0mX_LYmo1_apSciABwbNo">https://www.corvallisadvocate.com/2019/augmented-reality-art-store-varlio/?fbclid=IwAR2GYg62Br8jhmjq4VqTiPtE3CtX-Z57wSyoB0mX_LYmo1_apSciABwbNo</a>
11 (Nov)	5	2019	OCWCOG Celebrates Regional Successes: Honors Six Leaders with Regional Awards During [...]	<i>OCWCOG Press Release</i>	<a href="https://mailchi.mp/ocwcog/press-release-ocwcog-celebrates-regional-success-2699913?e=c3cb50998d">https://mailchi.mp/ocwcog/press-release-ocwcog-celebrates-regional-success-2699913?e=c3cb50998d</a>
10 (Oct)	27	2019	Brad's Blog: Dale Collins definitely worthy of recognition for volunteerism	<i>Gazette Times</i>	<a href="https://www.gazettetimes.com/blogs/brad-fuqua/brad-s-blog-dale-collins-definitely-worthy-of-recognition-for/article_b3f0ff4a-13ab-56ea-9578-54a5abf880ca.html">https://www.gazettetimes.com/blogs/brad-fuqua/brad-s-blog-dale-collins-definitely-worthy-of-recognition-for/article_b3f0ff4a-13ab-56ea-9578-54a5abf880ca.html</a>
10 (Oct)	24	2019	Corvallis company combines art with augmented reality	<i>Gazette Times</i>	<a href="https://www.gazettetimes.com/news/local/corvallis-company-combines-art-with-augmented-reality/article_c6c4effe-cfa7-59fb-87a9-42641a050828.html">https://www.gazettetimes.com/news/local/corvallis-company-combines-art-with-augmented-reality/article_c6c4effe-cfa7-59fb-87a9-42641a050828.html</a>
09 (Sep)	16	2019	Oregon RAIN planning events	<i>Gazette Times</i>	<a href="https://www.gazettetimes.com/community/philomathexpress/news/oregon-rain-planning-events/article_cf9232ed-c95d-5a42-8b38-c5148768a600.html">https://www.gazettetimes.com/community/philomathexpress/news/oregon-rain-planning-events/article_cf9232ed-c95d-5a42-8b38-c5148768a600.html</a>

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

**12 MENTORS IDENTIFIED DURING THIS REPORTING PERIOD (ORGANIZED BY LAST NAME)**

A total of 12 new mentors were identified during this reporting period to support Linn Benton entrepreneurs.

Mentor First Name	Mentor Last Name	Area(s) of Expertise
Mike	Standen	CoFounder of Valliscor
Damion	Shelton	Entrepreneur, Robotics Expert
Anielis	Raas	Spanish Business Advisor
Autumn	Peterson	Entrepreneur & Business owner
Hilary	Norton	Grant Writer / City Councilor
Paula	Newman	Business Owner and Serial Entrepreneur
Arthur	Meeker	Longtime Business Owner/Advisor
Patrick	Fortunato	Website Builder; wants to help with more tech meetups
Michael	Couch	Financial planner. Business advisor
Brock	Byers	Owner of The Lobby, experienced in web security
Michael	Brown	Tech Entrepreneur / CEO of Echemion
Jim	Abbott	Entrepreneur, Innovator



47 PARTNER ORGANIZATIONS SUPPORTED DURING THIS REPORTING PERIOD

Oregon RAIN's Linn Benton Venture Catalyst supported 47 partners in more than 100 ways over the July 2019 to June 2020 fiscal year.



**Highlighted Partner: Sweet Home Chamber of Commerce**

While across rural Linn Benton we have many incredible partners, we especially love the collaborative approach that the Sweet Home Chamber of Commerce has taken in working with us.

The chamber has been a joy to work with, and has helped provide connections, resources, and promotion for several of the events that Oregon RAIN created to engage new Sweet Home entrepreneurs. We look forward to continuing to work with the Sweet Home Chamber and City of Sweet Home in times to come.

*Pictured Left: Oregon RAIN Venture Catalyst, Corey Wright, speaks with Sweet Home Chamber of Commerce Manager, Mackenzie Thomas, as they prepare for a “Bring Your Business Idea” pitch event at the Roxy Theatre in Sweet Home, Oregon.*

Partner First Name	Partner Last Name	Partner Organization (if exists)	Details of Collaboration
Josh	Carter	1859 Ventures	Promoted Seed Fund in newsletter.
Firiel	Severns	Albany Chamber of Commerce	Attended 2019 Job Fair and spoke with students about entrepreneurship.
Gabriel	Shields	Benu Creative & SBDC	Promoted COVID-19 response restaurant branding event.
Mitch	Daugherty	Built Oregon	Promoted “Built Oregon Festival” in newsletter. Connected entrepreneur to him.

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

Partner First Name	Partner Last Name	Partner Organization (if exists)	Details of Collaboration
Melissa	Murphy	Business Oregon	Promoted Team Oregon natural products expo in newsletter. Promoted business impact survey. Promoted “Expanding Global Opportunities Webinar”. Promoted Enhanced Innovation Grant Program. Promoted \$10M Grant Program by Business Oregon to local community leaders.
Melissa	Murphy	Business Oregon & Travel Oregon	Promoted Emergency Response Grant Program.
Robert	Pease	Cascade Seed Fund	Promoted new fund opening to entrepreneurs. Introduced to Linn Benton startups. Invited to speak at Angel Investing 101. Provided introductions to potential angel investors. Attended annual fund update in Bend. Promoted Cascade Seed Fund’s ask us anything sessions for entrepreneurs.
Kate	Porsche	CBCEDO	Promoted Benton County Small Business Emergency Loan Fund. Promoted “Back to Business” guide for small businesses. Promoted YesCorvallis website to startups in Benton county. Helped find entrepreneurs to present at leadership lunch event.
Seth	Sherry	City of Albany	Promoted City of Albany small business emergency loan fund.
Alysia	Rodgers	City of Lebanon	Provided information on Grant Program to assist City of Lebanon with Ec. Dev. funding challenges. Promoted Live Virtual Space Walk for downtown.
Blair	Larsen	City of Sweet Home	Promoted Sweet Home Business Grant program to Sweet Home entrepreneurs. Provided information on loan programs by state.
Zeth	Owen	Clark 5 Design	Promoted COVID-19 digital marketing event by local entrepreneur.
Lisa	Hartwick	Community Lending Works	Helped connect with entrepreneurs interested in lending programs. Promoted new loan offering to entrepreneurs. Connect cities interested in partnering on loan programs to them.
Simon	Date	Corvallis Chamber of Commerce	Panel member helping decided businesses and entrepreneurs of the year. Promoted Chamber Entrepreneurship event in newsletter.
Brad	Attig	Corvallis Foundry	Promoted events in regional Linn Benton newsletter.
Mary	Phillips	Corvallis Foundry / TWIST	Caroline offered to promote and speak at event.

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

Partner First Name	Partner Last Name	Partner Organization (if exists)	Details of Collaboration
N/A	N/A	Corvallis Sewing Brigade	Promoted T-Shirt sale to help Corvallis Sewing Brigade create more masks.
Micah	Elconin	Eugene's Kitchen	Promoted upcoming Eugene Food Startup Weekend in newsletter.
David	McFeeters-Crone	Federal Laboratories / OMEP / Intellectual Assets	Promoted R&D funding event to startups.
N/A	N/A	Jones & Roth	Promoted PPP Loan Forgiveness webinar.
N/A	N/A	Kaufmann Fellows / TechStars	Promoted free "Venture Deals" course to startups raising capital.
Mary	Garner	Lebanon Chamber of Commerce	Taught "Last Founders Standing" at their leadership class focused on economic development. Provided resources for helping attendees join Zoom meetings.
Brad	Attig	Let's Keep Connected - CBCEDO & Foundry	Promoted new resource website to entrepreneurs.
Jeff	Flesch	Linn Benton SBDC	Promoted multiple marketing and Spanish business classes. Promoted Small Business Management Program in monthly newsletter. Promoted event in newsletter. Promoted Foundations of Business Success class, along with other SBDC workshops. Referred multiple entrepreneurs to organization throughout the year.
Heather	Stevens	Meals on Wheels / CBCEDO	Reached out to startups for freezer space.
Stephen	Hodges	Nerds Abroad	Attended workshops to help develop micro grant program. Interviewed city leaders about pricing for grants. Supporting non-profit in identifying board members and building of micro grant program.
Meredith	Howell	Nonprofit Board Training & Resources	Promoted Grant Writing Workshop Series in newsletter.
Heather	DeSart	Northwest Oregon Works	Promoted available layoff conversion funds.
Raj	Vable	Oakridge High School	Taught "Last Founders Standing" to high school students interested in entrepreneurship.
Amanda	Osborne	OEN	Attended VC Annual Meeting. Assisted with review of VC Study RFP. Supported other Venture Catalysts with various connections and emails.

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

Partner First Name	Partner Last Name	Partner Organization (if exists)	Details of Collaboration
David	McFeeters-Crone	OMEP	Provided event coordination and promotion for “Coffee with COBOTS” event geared at small manufacturing businesses in Linn and Benton counties. Promoted Food Safety Cohort event and scholarship.
N/A	N/A	Oregon Cascade West Council of Governments	Promoted their Celebrate LBL event. Caroline Cummings attended and accepted award for collaboration with Eight Cities.
Sandra	Easdale	Oregon Cascade West Council of Governments – Loan Department	Made connections to several businesses that could be eligible for loan programs that she needed to find recipients for. Promoted RMAP lending program in newsletter
N/A	N/A	Oregon Office of Emergency Management	Promoted to startups with manufacturing capability for key resources.
Karl	Mundorff	OSU Advantage Accelerator	Promoted Iterate Program. Sent entrepreneur referrals. Invited to participate as partners in Oregon RAIN PitchFest. They declined but said they would tell rural entrepreneurs about it. Promoted Accelerator to multiple entrepreneurs. Promoted their Beaver Summer Investment Opportunity 2020. Sent entrepreneur referrals.
Audrey	Iffert-Saleem	OSU College of Business	Attended mentoring session for young student entrepreneurs. Promoted their “Excellence in Family Business” Award Application.
Mark	McGuire	Philomath Farmer’s Market	Promoted inaugural launch of Philomath Farmer’s Market
Brad	Attig	PitchFork Incubator	Promoted “Getting On The Shelf” accelerator program in newsletter.
Brad	Attig	Re-inventing Rural & Foundry	Promoted “Whatever it Takes” series.
Scott	Swanson	SHARE	Attended monthly ec dev meeting and provide support/suggestions for moving ahead with projects in Sweet Home.
Melissa	Murphy	Team Oregon / Business Oregon	Promoted Expo West event for food manufacturers in newsletter.
N/A	N/A	TechFest NW	Promoted event in newsletter.
N/A	N/A	The Ford Family Foundation	Promoted Grant Writing Workshop Series in newsletter.
N/A	N/A	Tie Oregon	Attended Pitch Event and promoted in newspaper.

# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020



Partner First Name	Partner Last Name	Partner Organization (if exists)	Details of Collaboration
Leon	Wolf	Vertue Lab	Connected cleantech entrepreneurs to him. Promoted their newsletter and SBIT / STTR programs. Promoted event on ABS's of SBIR/STTR Funding. Promoted their EcoCapital Connections for Clear Tech Startups event.
Christina	Rehklau	Visit Corvallis	Provided CPA contact and information / resources regarding EIDL grant program.
N/A	N/A	Visit Corvallis & Albany Visitors Association	Promoted Mid-Willamette Valley Food Trail application in monthly newsletter.
N/A	N/A	Willamette Workforce Partnership	Promoted available layoff conversion funds.
Aaron	Moore	WiN	Promoted all PubTalks and Shark Tank events in monthly newsletter. Reached out to discuss collaboration and support on SharkTank event / participate in Oregon RAIN PitchFest. Promoted upcoming WiN expo to entrepreneurs in monthly newsletter. Offered assistance to entrepreneurs attending Bootstrap Exhibit.

## CASE STUDIES

### CASE STUDY #1 – John Marr, CEO/Founder of Varlio

Starting a tech startup is plain hard. Starting a tech startup in an emerging industry is even harder. And John Marr, founder of [Varlio](#)—based out of Philomath, Oregon—can attest to how much work building an augmented reality tech startup is.

In Q3 of 2019, Oregon RAIN started working with John Marr and his idea to create an augmented reality art platform. By October, we were helping him work on a pitch deck, and introducing him to several venture firms in Portland and Bend. John also pitched his startup at our Winter PitchFest 2019 in Feb 2019, and took away first place! Following this, John made some bold steps. He stopped working as a senior developer at Nike, left a consulting gig, and went all-in with Varlio. In Q2 of 2019, John successfully raised \$300k at a \$1.5M valuation and set to work!

However, building a tech startup is never easy, and John faced multiple barriers and legal setbacks—right as he was about to land some nationally recognized sports teams as customers to use his platform for experiential marketing.

In May, it was all coming down to the wire, but with the help of his advisory board, of whom Oregon RAIN was a part, John made it through, and just landed his first major customer with a sale valued at more than \$150k!

While he still has a long way to go, we are incredibly proud of John pushing forward and sticking with the process, setting an example for other rural entrepreneurs in the region to follow! You can hear John share about his experience with Oregon RAIN by clicking on the following URL:  
[https://youtu.be/cj\\_VaJhCWzA](https://youtu.be/cj_VaJhCWzA).

**Right: John Marr gives a pitch at Varlio's private augmented reality art gallery opening.**



# Rural Linn Benton Annual Report: JUL 2019 – JUN 2020

## CASE STUDY #2 – Oregon RAINmaker Sales & Marketing Accelerator

A point that the Oregon RAIN team prides itself on is the ability to pivot, think differently, and respond quickly to the needs of our customers—the entrepreneurs and communities we serve. By keeping our physical infrastructure at a minimum and using remote tools to develop and adapt our programs, we can better respond to the communities we serve.

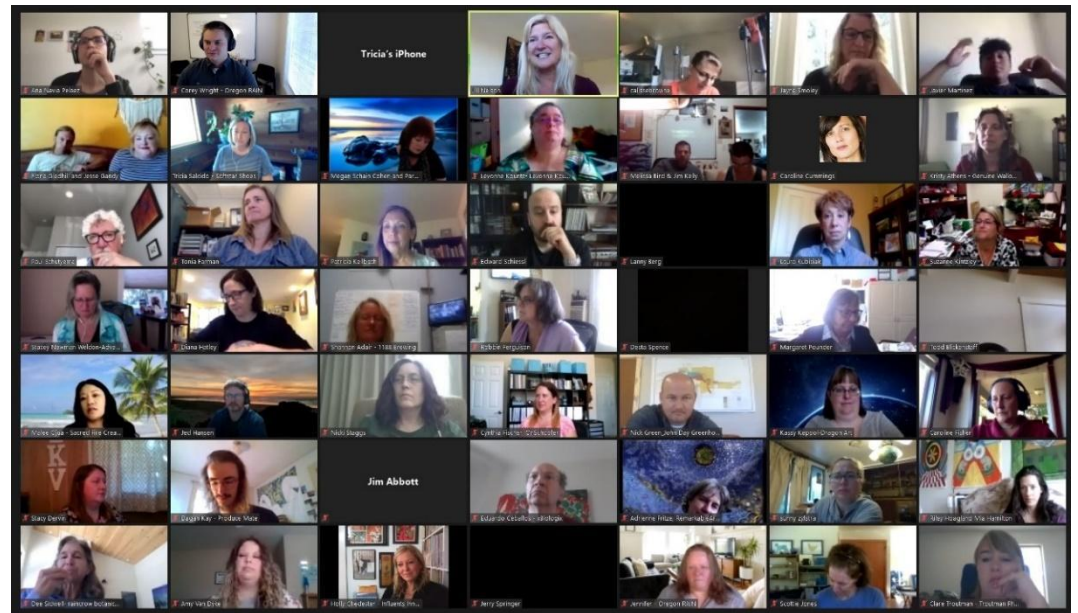
A recent example of this, is our newly launched RAINmaker Sales & Marketing Accelerator. As businesses emerged from the COVID-19 induced shutdowns, one thing was starkly clear. Business would not be returning to normal, Oregon companies and startups were facing a severe shortage of sales, and customer’s needs/demographics were rapidly changing. A common theme in the requests that we were hearing from startups and businesses alike, was help with marketing, especially online marketing, switching to e-commerce, and developing new sales channels.

Based on this information, we launched the RAINmaker Accelerator, a first of its kind in Oregon, built to specifically respond to the needs of startups and businesses trying to survive the pandemic. The program takes place over 10 weeks, and entrepreneurs learn topics related to understanding and utilizing sales funnels, sales channels, CRMs, sales calls, digital platforms, e-commerce conversion optimization, and analytics. We initially expected to have 30-40 entrepreneurs take this program. However, by the application deadline, more than 100 businesses and 140 entrepreneurs had applied, **including 23 from the Linn Benton region!**

We just finished the 4<sup>th</sup> series of the course and have had guest speakers who created million-dollar companies share their experiences in sales and marketing. Each week, attendees complete homework assignments and attend mentor hours.

While we still have six weeks to go and will be doing intensive surveying to measure the impact of this program, the initial results are exciting!

***Right: RAINmaker students listen to Jill Nelson, founder of Ruby Receptionists (Oregon’s fastest-growing startup multiple years in a row) talk about how she creates customer personas and uses them to craft marketing messages.***



## CHALLENGES / BARRIERS DISCOVERED DURING THIS REPORTING PERIOD

### → COVID-19 Impacts on Entrepreneurs

- ◆ Startup capital has been put on back burner
- ◆ Some entrepreneurs lack the technology skills to pivot quickly
- ◆ Some entrepreneurs lack financial literacy to take advantage of loan programs and manage them successfully
- ◆ Some entrepreneurs are pivoting and finding new creative ways to change their business and grow.
- ◆ Some entrepreneurs had to focus on family and put their companies on the back burner

Oregon RAIN has identified over 231 entrepreneurs, innovators, and creators total in the Linn Benton region.

→ Identifying mentors and angel investors has traditionally been done through high-profile in-person “wine and dine” style events. We are looking into creative solutions for identifying these essential entrepreneurial ecosystem components under the COVID-19 social distancing restrictions.

→ **To-date**, However, even as the need in Linn Benton has grown, we are also facing a funding shortage that will result in your Venture Catalyst going part-time in 2021. As the program in your region grows, Oregon RAIN would like to raise additional funding to keep the Venture Catalyst full time and to hire a second Venture Catalyst to assist with events and workshops.

## WHAT'S NEXT?

- We will continue our RAINmaker Accelerator program through the end of September and track the impact on businesses.
- Eligible RAINmaker graduates will receive 1:1 support on developing paid google ads, landing pages that convert, and Google Analytics accounts.
- We will continue 1:1 Zoom meetings and online workshops to assist entrepreneurs in responding to the COVID-19 pandemic.
- We will look for new ways and methods to build and grow the mentor and angel investor networks in the region.
- We will continue to provide assistance and close mentoring to several startups that are ready to raise angel/venture capital.

**Thank you for believing in the power of rural entrepreneurship!**



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

**THE MATTER OF ADOPTING AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE CITIES OF HARRISBURG AND JUNCTION CITY FOR THE PURPOSE OF ESTABLISHING JOINT ADMINISTRATION AND INSPECTION SERVICES FOR BUILDING, PLUMBING, MECHANICAL AND ELECTRICAL PERMITS WITHIN THE CITY OF HARRISBURG**

**STAFF REPORT:**

Exhibit A: Draft IGA

**ACTION: I MOVE TO APPROVE THE PROPOSED INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN HARRISBURG AND JUNCTION CITY FOR THE PURPOSES OF PROVIDING BUILDING, PLUMBING, MECHANICAL AND ELECTRICAL CODE ADMINISTRATION, INSPECTIONS AND ENFORCEMENT, AS WELL AS DESIGNATING THE JUNCTION CITY BUILDING OFFICIAL AS THE HARRISBURG BUILDING OFFICIAL. THE EFFECTIVE DATE OF THE IGA SHALL BE JULY 1, 2021 AND CONTINGENT ON OREGON BUILDING CODES DIVISION APPROVAL OF THE IGA AND THE CITY'S 'PROGRAM ADMINISTRATION REQUEST' OF SEPTEMBER 30, 2020.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – November 10, 2020

<b>BUDGET IMPACT</b>		
COST	BUDGETED?	SOURCE OF FUNDS
Revenue of \$10,000 – \$20,000 FY 20/21	Yes – In General Fund.	Building Permit Program

**STAFF RECOMMENDATION:**

**Staff recommends passage of the proposed motion without amendment.**  
(One or more amendments are, of course, permissible. However, any significant amendment would likely require additional negotiation between respective city staffs and might delay formal adoption by both cities prior to Jan 1, 2021).

**BACKGROUND INFORMATION:**

The proposed IGA was reviewed at the Oct. 27<sup>th</sup> City Council work session. The Council members attending seemed comfortable with the IGA as presented. Copies of our proposed building and electrical code assumption and operating plans, {as required by the Oregon State Building Codes Division (OB CD)} were also provided to the City Council at that meeting.



**INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE CITIES OF JUNCTION CITY AND CITY OF HARRISBURG  
FOR BUILDING PERMIT PROGRAM SERVICES**

This agreement is made and entered into by and between the cities of Junction City and City of Harrisburg, hereinafter referred to respectively as “Junction City” and “Harrisburg” or collectively as “Cities.”

**RECITALS**

WHEREAS, Cities are authorized pursuant to ORS 190.003 through 190.110 to enter into intergovernmental agreements for the performance of any or all functions which a party to the agreement has the authority to perform; and

WHEREAS, Cities are authorized pursuant to ORS 455.148(3), ORS 455.150(3), and OAR 918-020-0090 to combine in the appointment of a single Building Official for the purpose of administering a Building Inspection Program within their communities; and

WHEREAS, the City of Junction City Public Works & Development Department employs both a certified Building Official and an Electrical Specialty Code Inspector; and

WHEREAS, Cities find it beneficial to enter into this Intergovernmental Agreement (Agreement) to obligate and authorize Junction City to provide building official, inspection, plan review, electrical specialty code and other building permit program services to Harrisburg , subject to the terms and conditions herein.

**AGREEMENT**

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. Effective Date. This Agreement shall be effective on July 1, 2021.
2. Duration and Termination. The term of this Agreement will extend for one (1) year from the Effective Date, at which point it shall automatically renew for successive one (1) year terms unless and until either party provides at least sixty (60) days’ written notice to the other party of its intent to terminate this Agreement. Termination of this Agreement shall not affect any obligations or liabilities accrued to the parties prior to such termination.
3. Services. Junction City agrees to provide building official, inspection, plan review, and electrical specialty code services to Harrisburg, as more specifically outlined in the attached Exhibit A (collectively, “Building Permit Program Services”).
4. Consideration. Harrisburg will pay to Junction City:
  - A. Sixty-five percent (65%) of all fees collected by Harrisburg in conjunction with its Building Permit Program for Services performed pursuant to Section 3 of this

Agreement; and

- B. Invoiced amounts on a time and materials basis for Services provided for which Harrisburg collects no fees, as outlined on the fee schedule attached as Exhibit B.

5. Harrisburg Obligations. Harrisburg shall:

- A. Designate the Junction City Building Official as the Harrisburg Building Official. The Building Official shall have final authority over all building program decisions and will hold full discretionary authority over Harrisburg’s building program.
- B. Designate the Junction City Electrical Specialty Code Inspector as the Harrisburg Electrical Specialty Code Inspector. The Electrical Specialty Code Inspector shall have final authority over Harrisburg’s electrical program and will hold full discretionary authority over Harrisburg’s electrical program.
- C. Maintain detailed financial records of all revenue received in the operation of Harrisburg’s Building Permit Program.
- D. Review site development plans for conformance with city land use regulations and notify the Building Official when approved.
- E. Provide Junction City Building Permit Program Services providers space for storage of files and plans, office space and computer access and provision of necessary clerical support as may be necessary for the provisions of said Services by Junction City.
- F. Not later than the 10<sup>th</sup> day of each month, provide to Junction City sixty-five percent (65%) of all fees collected during the preceding month for Harrisburg’s Program. Fees will be charged in accordance with the State of Oregon Building Code Division fee and evaluation schedules, in addition to any other Program fees properly adopted by Harrisburg.
- G. Receive all building permit applications and collect all building permit fees in accordance with the State of Oregon Building Code Division fee and evaluation schedules, in addition to any other Program fees properly adopted by Harrisburg.
- H. Within thirty (30) days of receipt, pay Junction City’s invoiced fees as outlined in ‘Exhibit B’.
- I. Harrisburg shall assist with Junction City in implementation of the Oregon State electronic permitting system and shall share the fees and costs of said system on an equitable basis.
- J. For permits not requiring plan review, Harrisburg may immediately issue such permits, collect the appropriate fees and retain 35% of the fee collected.

- K. All required reports and required administrative tasks undertaken by Junction City on behalf of the Harrisburg shall be tracked on an hourly basis by Junction City and billed on a quarterly basis to Harrisburg, not to exceed \$70/hour.
- L. Land Use Regulations: Harrisburg agrees that it will not submit to Junction City any permit applications that have not been signed by authorized Harrisburg personnel attesting that the proposed work will be in compliance with Harrisburg’s zoning and other land use and development ordinances.

6. Junction City Obligations.

- A. Junction City will employ a qualified Building Official, in compliance with ORS 455.148(3) and OAR 918-020-0090, and an Electrical Specialty Code Inspector.
- B. Delegation. Junction City may not delegate discretionary responsibilities associated with its Building Permit Program Services but may contract with other agencies or third-party contractors to perform ministerial services associated with inspections, plan review, or other technical assistance services.
- C. Junction City will keep a record of all hours worked by Junction City employees and third-party contractors or agencies to provide Building Permit Program Services to Harrisburg and bill those amounts to Harrisburg which exceed Harrisburg’s percentage payment, or for which Harrisburg collects no Building Permit Program fees. Any such charges shall be billed to Harrisburg on a quarterly basis not to exceed sixty-five percent (65%) of fees collected by Harrisburg during the same quarter.
- D. Junction City will evaluate all Harrisburg permit applications and plans submitted to it to determine the required fee to be collected by Harrisburg.
- E. After approval of the plans/permits by Junction City, and calculation of the required fee(s), Junction City shall return the application with at least one set of approved plans, and an inspection card to Harrisburg which shall then issue the permit and collect the appropriate fee.
- F. Junction City shall prepare and submit all required reports to the Oregon State Building Code Division and Linn County Assessor including, but not limited to:
  - a) monthly surcharge reports based on fees collected, b) monthly and year-end building permit activity reports, and c) required notifications regarding the Harrisburg Building Permit Program. d) In addition, Junction City shall prepare and submit to Harrisburg within 30 days of the end of each calendar quarter a summary report of completed and open building permits. e) Junction City shall keep track of, and inform Harrisburg and permit applicant of building permits that have been expired by Junction City.

- 7. General Provisions. Each City will designate Junction City’s Building Official to supervise and coordinate the Building Permit Program.
- 8. Land Use Regulations. Junction City shall enforce Harrisburg land use regulations, involving dimensional standards (setbacks, lot coverage, etc.) for buildings, and controls for drainage as they are specified on the site plan by a Harrisburg official. Any necessary legal action resulting from the enforcement of land use regulations is the responsibility of the City of Harrisburg.
- 9. Mutual Indemnification. Each party shall defend, indemnify and hold the other harmless from and against any and all claims, lawsuits, or actions for damages, costs, losses or expenses arising from the indemnifying party’s actions pursuant to this Agreement.
- 10. Attorneys’ Fees. In the event an action, lawsuit or proceeding, including appeal therefrom, is brought for failure to fulfill or comply with any of the terms of this Agreement, each party shall be responsible for its own attorneys’ fees, expenses, costs and disbursements for said action, lawsuit, proceeding or appeal.
- 11. No Waiver of Claims. The failure by either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that provision or any other provision of this Agreement.
- 12. Entire Agreement. This Agreement constitutes the entire Agreement between the parties concerning Building Permit Program Services and supersedes any and all prior or contemporaneous negotiations or agreements among the parties, if any, whether written or oral, concerning the Building Permit Program Services, which are not fully expressed herein. This Agreement may not be modified or amended except in writing signed by each party to this Agreement.

IN WITNESS WHEREOF the parties have caused this Agreement to be signed by their duly authorized representatives as of the dates set forth below.

CITY OF JUNCTION CITY, OREGON

By: \_\_\_\_\_  
Jason Knope, City Administrator

Dated \_\_\_\_\_, 2020

CITY OF HARRISBURG, OREGON

By: \_\_\_\_\_  
John Hitt, City Administrator

Dated \_\_\_\_\_, 2020

## Exhibit A

### City of Harrisburg

#### Building Permit Program Services

- **BUILDING OFFICIAL**

The Building Official must be certified by the State of Oregon and develop a relationship with City Staff (Public Works, Planning, Administration) to provide excellent service related to administration of building inspection services.

**Availability:**

- Accessible via phone, email, and in person (by appointment, at Harrisburg City Hall)
- Adequate response time (reply within 48hrs) regarding disputed inspections and other concerns.
- Responsive to Harrisburg City Staff:
  - Available for Pre-application and pre-construction meetings, as requested/by appointment
  - Responsive to inquiry, as needed, within 48 hours, or the next business day, whichever is later.
- Receives public complaints regarding code provisions, inspections and employee behavior
  - Code provisions: Referred to the most appropriate Staff member; may escalate to an appeal, at which point Appeal procedures are followed.
  - Employee behavior: Processed by Building Official per personnel procedures.
  - The Harrisburg City Administrator shall be briefed on all public complaints, and the resolution thereof, while still protecting the privacy rights of the public and Junction City employees.

**Extent:**

- Provides and assures training and maintenance of examiners’ and inspectors’ certifications
- Collaborates with Harrisburg City Staff, and the Harrisburg and/or Linn County Fire Marshal to maintain appropriate policies and procedures for complying with State Building Code requirements including but not limited to:
  - Oregon Structural Specialty Code updates
  - Risk Areas: Floodplain, Steep Slopes (excavation and grading), Wetlands
  - Oregon State Fire and Life Safety Code
- Issues initial Certificate of Occupancy, upon sign-off from City Staff as well as re-certifies Occupancy of existing buildings following modification or changes in use. May also issue Temporary/Conditional Certificate of Occupancy upon approval of Harrisburg City Staff.
- Declares dangerous buildings or condemnation orders following evaluation criteria specified by the State of Oregon and makes presentation to the Harrisburg City Council upon consideration of a city declaration of a nuisance or hazardous structure.

- Verifies licenses and registrations required under ORS Chapters 446, 447, 455, 479, 693 and 701
- Adjudicates appeals, as filed, per Oregon Revised Statutes

**Process:**

- Provides monthly Building Inspection report to City Staff for public review; aggregates data for an annual report to the City each fiscal year.
- Hears appeals from disputed inspections
- As per ORS 455.690, manages aggrieved/disputed inspections and appears before the municipal appeals board or to the appropriate state advisory board.

- **PLANS EXAMINERS**

Plans Examiners provide code compliance review through three stages: 1) Primary plans examination, 2) Remedial review, and 3) As-built review.

1. **Primary Plans Examination** is the bulk of plan review for Specialty Code and Fire Code items.
  2. **Remedial Review** is the additional review, as required, to remedy deficiencies identified in the primary review.
  3. **As-Built Review** provides assurance that what is drawn and approved was built to noted specifications prior to issuance of a Certificate of Occupancy.
- Appointed by Building Official, certified by State of Oregon in one or more specialties (structural, mechanical, plumbing, electrical) for both/either Residential or Commercial construction.
  - Available by phone, email, and in person (by appointment at least one day a week, at Harrisburg City Hall) between 9am and 5pm Monday through Friday.
  - Adequate response time (reply within 24hrs) regarding applicant inquiries and other concerns.
  - Single Family, or two family dwelling plans for grading, construction, demolition, plumbing or mechanical permits shall be returned to the City of Harrisburg within the lesser of 216 hours or 7 business days from receipt, by Junction City, of a complete and adequate set of plans and/or permit applications.
  - Multi-Family, or Commercial Plan review and permit applications for grading, construction, demolition, mechanical and plumbing permits shall be returned to the city of Harrisburg within the lesser of 576 hours or 20 business days from receipt, by Junction City, of a complete and adequate set of plans and/or permit applications.
  - Review for compliance with Oregon Structural Specialty Code, Oregon Fire Code.
  - Provide additional review for compliance related to risk areas: Floodplain management, Grading and excavation.

- **INSPECTORS**

Inspectors build rapport with developers (residential and commercial) by providing clear expectations, personable and polite interaction, and fair assessment in assuring compliance with applicable Building Codes and Development Code Conditions of Approval.



**Availability:**

- Appointed by Building Official, certified by State of Oregon in one or more specialties (structural, mechanical, plumbing, electrical) for both/either Residential or Commercial construction.
- Adequate number of specialized inspectors to provide inspections consistent with the following schedule, within 24 hours of the request:
  - Residential Plumbing, Structural, Mechanical: Tuesday and Thursday
  - Electrical: Tuesday and Thursday
  - Commercial Plumbing, Structural, Mechanical: Tuesday and Thursday
  - Requests for emergency inspections on Monday, Wednesday, and Friday may be requested. Inspectors will provide the inspections based on availability.
  - Requests for inspections and inquiries should provide similar response to Plans Examination response (24 hours) or sooner.
- Backup inspectors provided to assure coverage in case of absence.

**Extent:**

- Provide pre-development/pre-construction meetings upon request to discuss any unique aspects of the project, clarify special inspection requirements, coordinate public infrastructure issues, and reach consensus on any issues identified during the review process.
- Each inspection visit shall be documented and held on-file at Harrisburg as well as at the jobsite until Final Inspection is performed.
- Inspects and ensures compliance of dimensional standards for buildings, as well as drainage as specified on the site plan.
- May issue stop work orders after consultation with Harrisburg City Staff regarding that decision.
- Performs investigations into certifications, license/registration requirements in addition to verification of compliance of electrical, plumbing, mechanical, and other work.
- Responds to reported Code Violations to determine whether a violation exists. Will be responsible for reviewing all possible building code violations within the City of Harrisburg, as may be reported and take appropriate follow-up action.
- Issues civil penalties on the City’s behalf as authorized by ORS 455.156.
- **PROGRAM PARTICIPATION**

Building Inspection services shall work with the following programs, as delineated by the State, for all building disciplines:

- Bulk labels
- Temporary permits
- Master Permitting

**Exhibit B  
Fee Schedule**

Junction City's hourly rates for Building Permit Program Services and Services provided for which Harrisburg collects no Building Permit Fees are as follows:

Building Official: \$70  
Building Permit Specialist Services: \$50

Reimbursable expenses:

24"x36" Blueprints.	\$3.00/page
FedEx/UPS	Cost
US Mail	Cost
Standard Black/white	\$.25 each
11"x17" photocopies	\$.50 each
Large B/W	\$.50 per square foot
Color Copies regular	\$1.00 each
Color 11"x17"	\$2.00 each
Mileage	Current IRS rate.

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

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**THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

- Exhibit A: City Council Minutes for September 15, 2020
- Exhibit B: City Council Minutes for September 29, 2020
- Exhibit C: Payment Approval Report for October 2020
- Exhibit D: Planning Commission Minutes for September 30, 2020
- Exhibit E: Personnel Committee Minutes of July 8, 2020

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

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

1. The City Council Minutes for September 15, and September 29, 2020
2. The Payment Approval Report for October 2020

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**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda – 11.10.20

STAFF RECOMMENDATION:

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

BACKGROUND INFORMATION:

**Construction Permits:**

Oct:	Submitted: 5
	Issued: 3
New Homes:	480 S. 6 <sup>th</sup> St., \$191,259

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

**2020 YTD: \$2,561,425**

**Business Licenses Issued:**

- S & A Community Living, dba 245 S. 1<sup>st</sup> St. (Adult Day Care)

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

**Library Board: Chairperson: Cassandra Barney**

The Library Board meets on every other month basis.

The Library Board met on October 8, 2020. Those minutes are not yet available.

*Next Scheduled Meeting: November 12, 2020*

**Personnel Committee: Chairperson; Kimberly Downey**

The Personnel Committee met on July 8, 2020. Those minutes are attached.

*Next Scheduled Meeting: TBD*


**Planning Commission: Chairperson; Todd Culver**

The Planning Commission met on September 30, 2020. Those minutes are attached.

The Planning Commission also met on October 20, 2020. Those minutes are not yet available.

*Next Scheduled Meeting: November 17, 2020 (Proposed Woodhill Crossing Subdivision)*

**REVIEW AND APPROVAL:**



11.03.20

Michele Eldridge

Date

Asst. City Administrator/City Recorder



City Council Business Meeting Minutes  
September 15, 2020

Mayor: Robert Duncan, Presiding  
 Council President: Mike Caughey, Present  
 Councilors Present: Kimberly Downey, Robert Boese, Adam Keaton  
 Councilors Absent: Randy Klemm & Charlotte Thomas  
 Staff Present: City Administrator John Hitt, Asst. City Administrator/City Recorder Michele Eldridge, Public Works Director Chuck Scholz, Finance Officer/Deputy City Recorder Cathy Nelson.  
 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.** Everyone present were there for items on the agenda.

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

- Mayor Duncan commented that members of LCSO were participating in Search and Rescue operations in relation to the wildfires and wouldn't be here tonight. He spoke with Sergeant Greg Klein, but he would join us at a different meeting, as he is currently elk hunting.

**INTRODUCTION OF CATHY NELSON, CITY OF HARRISBURG'S NEW FINANCE OFFICER/DEPUTY RECORDER**

Members of the City Council welcomed Cathy to the City and asked her questions about her past job as the City Recorder of Waterloo. Downey wanted to let everyone know that she had gotten to know Cathy at the CIS Conferences, and that she was a real go-getter. When asked about her recent graduation from Purdue University, she shared that it was a dual degree in business management and finance. Mayor Duncan told her that she works with a great group of people, who have all been called on to serve the people of Harrisburg. We are all servants of citizens in Harrisburg. We are excited that you are here!

**RESOLUTIONS**

**THE MATTER OF DISCUSSING USE OF CITY OWNED PROPERTY FOR POLITICAL ADVOCACY AND APPROVING RESOLUTION NO. 1244**

September 15, 2020

Hitt summarized the staff report and said that the policy hadn't changed since the Council reviewed it at the last workshop. Keaton questioned the part on section IX in which it talks about the entire message being on one sign. It seemed arbitrary. Eldridge told him it was both in the code, as well as being part of state law. Keaton worried about that part of the policy, and Hitt told him that we could strike it if he felt it would avoid confusion; it's still covered in state law.

- **Caughey motioned to approve Resolution No. 1244, "A RESOLUTION ESTABLISHING CITY COUNCIL POLICY 20-1.05: USE OF PUBLIC PROPERTY FOR POLITICAL ADVOCACY."** He was **seconded** by Downey, and the **City Council voted unanimously to approve Resolution No. 1244, and thereby establishing Council Policy in relation to Political Advocacy practices on public grounds.**

## NEW BUSINESS

### THE MATTER OF WATERLINE IMPROVEMENTS ON 6<sup>TH</sup> STREET FROM TERRITORIAL STREET TO DEMPSEY STREET

**STAFF REPORT:** Scholz handed out the bid worksheet (Please see Addendum No. 1) and commented that this is the first of many straight up water bond projects that Council will see in the future. This will replace the waterline on 6<sup>th</sup> St. from Territorial to Dempsey, which is truly a mess of different pipes all through there.

- **Downey motioned to approve that the contract be awarded to H&J Construction, Inc. in the amount of \$186,167.00. She was seconded** by Caughey, and the **City Council voted unanimously to approve the 6<sup>th</sup> St Waterline Replacement, and to award the contract to H&J Construction, Inc.**

### THE MATTER OF DISCUSSING A ONE YEAR RENEWAL OF A MOU BETWEEN 'RAIN' AND THE MID-VALLEY PARTNERSHIP (MVP)

**STAFF REPORT:** Hitt told the City Council that there was no action required; he was providing information for them. He spoke about our role as a member of the MVP Partnership, which is a combination of cities that are working on Economic Development. If they remembered, Lebanon was contributing the largest amount of any city, but due to the pandemic, was unable to follow through with that commitment. Harrisburg and some of the other cities (Brownsville and Halsey), all increased their commitment slightly to help compensate. Technically, the agreement in the agenda is between RAIN (Rural Acceleration and Innovation Network) and MVP. Page 43 shows you the types of projects that are undertaken through this program. If Harrisburg becomes dissatisfied with the program, we could turn down the agreement. They will be joining us in November, as unfortunately, they couldn't do so at this meeting. Although we've already donated our part of the funds, if Council decided to reduce or eliminate the funds, then we could ask for those to be returned; its one of the options that all the cities have. Hitt recommended that Council wait until RAIN was here to give their presentation, and answer questions to make a decision.

- Downey wanted to specifically see which businesses that RAIN has heard from.
- Hitt would have Eldridge send it to her. He was disappointed to see only two businesses on the list.
- Downey thought it might be more beneficial to give that money to our businesses instead.

### THE MATTER OF DISCUSSING CITY PROCEDURES IN THE EVENT OF WORKPLACE VIOLENCE

**STAFF REPORT:** Hitt said that we had been discussing some of our city procedures having to do with workplace violence, in relation to some recent events happening in a neighboring City. We have a very clear and explicit policy. It's a normal process to put the person on administrative

September 15, 2020

leave, start investigations, and get all the facts. That can include what the circumstances were; such as whether an employee was provoked and to get statements from witnesses. After the information is gathered, we present it to the employee, and allow them to give their side of the story. They can even bring in an attorney if they want. Once a decision is made, they are told in writing, or at the meeting of that decision. The person accused, can provide oral or written testimony. A disciplinary process would then be started, and that person could provide even more testimony. We would render our final decision at that point.

- Eldridge added that when the City is considering termination, or a final written warning, demotion, or suspension, then the City is required to contact a CIS (City County Insurance Services) pre-loss attorney. If the City were to follow through without contacting them, and that employee were to sue the city, then CIS wouldn't cover the actual loss. That helps to make sure that expert assistance is given. We can also include the City Attorney in that, but we would need to pay him for his time.
- Downey asked if a deputy arrested an employee for violence, would we be allowed to fire them then?
- Hitt said not on the spot. We don't know what we don't know. There was a recent Supreme Court decision, which emphasized that we have to allow due process to be followed.
- Scholz said that a sheriff deputy might decide to arrest someone, based upon eh situation.
- Hitt added that if someone came in and was threatening to sue, or threatening any of us, then we would trespass them from City Hall, and we would ask the deputies to keep an eye on them. We would start a rapid investigation. You can tell them that depending upon the case, that its likely termination will result from their actions.
- Downey said that it's important that we protect both our citizens and our employees.
- Hitt said that's why you trespass them and forbid them contact with anyone.
- Mayor Duncan said that you've mentioned attorneys. If they bring an attorney, would our insurance cover that?
- Downey said that our insurance company brings the attorney's in the first place. We advise them, and they tell us how to proceed. Then they will cover the costs. They have really big guns there.

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

- **Caughey motioned to approve the consent list and was seconded by Downey. The City Council then voted unanimously to approve the consent list. That action approved the following items:**
  - 1. The City Council Minutes for July 28, 2020**
  - 2. The Payment Approval Report for August 2020**

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

1. PROGRESS REPORT: BUILDING PERMIT IGA WITH JUNCTION CITY: Hitt told the City Council that we have been working with Junction City to join their building permit program. We are still somewhat negotiating with them. We have sent Linn County the notice; they mostly have good service, but sometimes, it's not so good. To partner with Junction City, the City must follow state law requirements. We must assume a building permit program and electrical program, and the state must approve that. They would give their approval of the process by January of next year. His deadline to submit all the paperwork is October 1<sup>st</sup>, 2020. If it's approved, then we would look at adopting our ordinances in January. Our program with Junction City would then start on July 1<sup>st</sup> of the next fiscal year.

September 15, 2020

- Mayor Duncan asked if that was just in the City limits then? So, Linn County wouldn't handle anything in the City?
- Hitt told him that was correct.

2. CRF FUNDING UPDATE/PROJECTS: Hitt said that there was another worksheet handed out to Council tonight. (Please see Addendum No. 2) The balance sheet shows the reimbursements we have already received out of the amount that is available. (That amount was only recently confirmed). In addition, he and Eldridge have been working on some new programs. One of those is a new fall grant program, like the first; that is budgeted at \$60,000. In addition, we have \$10,000 set aside for new computers for Council. Eldridge pointed out that the program would apply to the same companies as before, which are all small commercial businesses. They have to show an actual loss compared to last year during the same time period. The City would cover up to 25% of their losses, to a maximum of \$5,000 each. The program is limited to the first \$60,000.

Eldridge added that our IT Consultant, Steven Church at Cobalt Computers, had found some premium Dell Laptop Computers for Council. These would be purchased so that if the pandemic were to become worse, or if Council members were quarantined, then Council could still participate in meetings, even if they didn't have other equipment at home. Keaton was excited about the possibilities in relation to technology purchases for Council, but he didn't want to have a computer. He frankly only uses a computer at work; otherwise, he uses his Fire Pad. The one he uses for Council only cost about \$50. For \$100, you can get a tablet that provides everything you need for Council. You can look at a PDF document, and your email. Anything other than that is overkill. Downey thought perhaps Keaton should speak with Church. Keaton said that Eldridge can refer to him if needed; but he truly felt that tablets would be all they need. Downey said that she would like Keaton to talk with Steve Church.

Keaton felt that what would be most useful, he felt, was a camera in here. You could livestream the entire Council meeting. That seemed a more reasonable use of these funds. Scholz agreed that we could do that in here. Keaton noted again that he works on a \$10,000 computer while developing software; we only need something that can browse the Internet, works with PDF documents, and has Outlook.

- **Downey motioned to approve the fall business grant program, and to purchase tablets for the City Council to use in the future. That motion was seconded by Caughey, and the City Council voted unanimously to approve the uses for the CRF funds as suggested by Staff and modified by City Council.**

**OTHER ITEMS:** Hitt had an email he was sent recently, where citizens were asking to allow people impacted by the wildfires, who had lost their homes, to stay on their properties in their RV's. Our current code, HMC 10.05.050 says that an RV can be used on private property with the consent of the owner. There is also a special temporary permit for housing hardships, which requires Council's permission for a 90 day stay on private property. That allows for the RV to be on private property, not on the street. Is Council in favor of allowing this?

Mayor Duncan, Downey, and Caughey all were in favor, and the consensus for the rest of Council shared that opinion. Downey said that if we are in an emergency, he should be able to draft an emergency ordinance. She doesn't want people to wait for Council approval when it's true emergencies like these. She likes that we care about this and would allow it at this time. She would like there to be clear parameters. Keaton liked that, but as a point of caution, he wouldn't want it abused. He doesn't want people to just come here, because they heard we are allowing this. Downey agreed, and said that they would need to be invited by a property owner. Keaton thought people would just come here.



September 15, 2020

Mayor Duncan then asked if the City were dealing with the blackberries that are overgrowing the 4<sup>th</sup> street area? Scholz suggested code enforcement deal with, and the City Administrator decided to take care of it. He offered to go down and rip them out, but doing so would ruin the fence, which would need to be replaced. He wants a direct order from Council or the City Administrator to do this. Hitt will talk about it and will decide what to do. He will follow up on it.

**ADJOURN: Council adjourned at the hour of 7:40pm.**

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**Mayor**

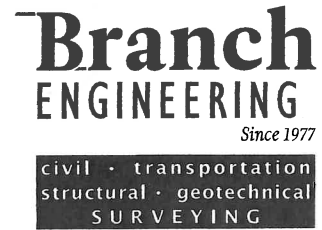
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**City Recorder**

UNAPPROVED

September 11, 2020

City of Harrisburg  
120 Smith Street  
Harrisburg, OR 97446  
Attn: Chuck Scholz, Public Works Director



**RE: 6<sup>th</sup> Street Waterline Replacement Notice of Apparent Low Bidder and Engineer's Recommendation for Award of Contract**

The City received the following bids for the 6<sup>th</sup> Street Waterline Replacement project.

1. <u>H&amp;J Construction, Inc.</u>	\$ <u>186,157.00</u>
2. <u>Wildish Construction Co.</u>	\$ <u>202,825.60</u>
3. <u>Turney Excavating, Inc.</u>	\$ <u>246,387.00</u>
4. <u>Banzer Construction Co.</u>	\$ <u>284,258.00</u>

I have reviewed all bid packages and found all to be complete and responsive.

I recommend that the contract be awarded to H&J Construction, Inc. in the amount of \$186,157.00.

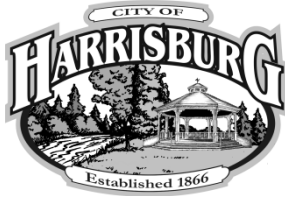
Sincerely,

Branch Engineering Inc.  
Damien Gilbert, P.E.  
City Engineer

### CRF Program Balance Sheet

Grant Cap Amount	\$	108,176.75	Descriptions:
Reimbursement No. 1	\$	(971.00)	Regular Supplies/Screening
Reimbursement No. 2	\$	(19,476.88)	Supplies & Econ Dev Small Business Grants & Utilities
Reimbursement No. 3	\$	(1,346.34)	Supplies & add't'l \$1k from Small Business grants
<b>Subtotal 09.14.20</b>	<b>\$</b>	<b>86,382.53</b>	
<b>Pending Programs</b>	<b>\$</b>	<b>(10,000.00)</b>	<b>Council/HMC Computers</b>
	<b>\$</b>	<b>(10,000.00)</b>	<b>Lobby Build/Security &amp; Pandemic</b>
	<b>\$</b>	<b>(60,000.00)</b>	<b>Small Business Grant Program (Fall) , COVID 19 - Revenue Loss</b>
<b>Subtotal</b>	<b>\$</b>	<b>6,382.53</b>	
	<b>\$</b>	<b>(6,300.00)</b>	<b>Contingency/Audit Funds</b>
<b>Remaining Balance</b>	<b>\$</b>	<b>82.53</b>	

UNAPPROVED



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

**SMALL BUSINESS GRANT PROGRAM APPLICATION (FALL)**  
**(COVID-19: Revenue Loss)**

Coronavirus Pandemic – Dates for application submission: **Oct 1, 2020 to Nov 2, 2020\***

Applications received after the program application dates will not be eligible for the program.

STAFF USE ONLY	
Grant Number:	Date Received:
Grant Approved Date:	By:
Grant Amount Approved:	Date & Check Number:

**PROGRAM OVERVIEW:** On September 15, 2020, the City Council for the City of Harrisburg voted to extend a secondary business grant program to small retail sales and personal service businesses in the City of Harrisburg. The City pays for this grant from our Community and Economic Development Program, which is then reimbursed by the Federal Government through the CRF Program.

Eligibility in this fall grant program is based upon a stated loss in Gross Revenues, due to the Coronavirus Pandemic, during the period of April 1 to September 30, 2020, compared to the same period in 2019. The City of Harrisburg will pay for up to 25% of your total losses during this period, **not to exceed \$5,000**. Program **funds are limited to \$60,000**, and funds are paid out on a **first-come first-served basis\***.

\*Applications will be dated, and time stamped by the City when they are received, only if they are complete & accurate.

The applicant need not repay any funds awarded if all program conditions are met.

**ELIGIBILITY REQUIREMENTS:** To be eligible the following requirements must be met:

- The business must have 15 employees or less.
- Only one grant is allowed per business owner.
- The business must operate within city limits and is located in the C-1 Commercial zone.
- The grant will apply to general losses in business revenue, due to the Coronavirus Pandemic for a period of April 1 to September 30, 2020, in comparison to this same period in 2019.
- Business Revenue Loss must be related to direct business-related revenues in comparison to this same period in 2019. This can be related to a reduction in your work force, or a shut down due to quarantine requirements, while incurring costs during that time period, such as rent, mortgage payments, and utilities. This can also include reduced space and limitations for customers in your business, or restructuring. (Ex: allowing only take-out, and no in-restaurant dining allowed.)
- The grant applicant must have a current Harrisburg business license for the last six months.
- The grant applicant must have a commercial business license and be in the business of retail sales, personal, or commercial business services.

RESTRICTIONS: This grant does not apply to landlords and rental program participants, **businesses with past due city accounts**, industrial businesses, large businesses, manufacturers, and banks, or to social gaming license holders, solicitation license holders or home occupation license holders.

PROCESSING TIMELINE: The city will make every effort to process all applications in a timely fashion, subject to application volume. Applications will be dated and timestamped by the City when received. **APPLICATIONS THAT ARE INCOMPLETE/INCORRECT, WILL BE RETURNED TO YOU, AND WILL NOT BE DATED & TIME-STAMPED!**

INSTRUCTIONS: Completely fill out the grant application. Verify that you have included a valid daytime phone number, email, and your current mailing address. Checks will be mailed to the address on file on your business license.

PRIMARY CONTACT AND OWNER INFORMATION	
Full Legal Name of Company or DBA: _____	
Applicant's Name: _____	
Applicant's Position with Company: _____	
Phone: _____	Email: _____
Mailing Address: _____	
Site Address for Company: _____	
Applicant's Signature* _____	Date _____
<p>*As the legal representative of this company, I hereby swear/attest that the business is eligible for compensation under this grant program, as noted on page 3. The funds received from this program will be used ONLY for coronavirus pandemic related revenue losses compared to last year during the periods of April 1, to September 30, 2019.</p> <p><b>Incomplete/inaccurate applications will not be accepted by the City and will be returned to you for correction.</b></p>	

**ELIGIBILITY REQUIREMENTS**

<p>Number of Employees: _____</p> <p>Business is located in the C-1 Commercial Zone inside the City limits of Harrisburg, Oregon: _____</p> <p>Business Site Location: _____</p> <p>My business is current on all City Accounts (Utility Account, Liquor, Bus. Lic./Other) _____ (Initial)</p>	<p>How many years has this business been located at this address? _____</p> <p>I have held a valid business license from the City of Harrisburg for more than six months prior to signing this application: _____</p> <p>I hereby attest/swear that the figures shown below are true and correct; and can be confirmed if audited. _____ (Initial)</p>
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**Revenue Losses – for April 1 to Sept 30, 2020 in comparison to the same time period in 2019.**

<ul style="list-style-type: none"> <li>• Business Gross Revenues from April 1, to September 30, 2020</li> <li>• Business Gross Revenues from April 1, to September 30, 2019</li> </ul> <p>Payout may not exceed \$5,000 per business on a first come/first served basis.</p> <p>Program total amount is capped at \$60,000.</p> <p><b><i>Incorrect/Incomplete applications will not be accepted and will be returned to the applicant. Date and timestamp are based only on the receipt of a complete and accurate application</i></b></p>	<p>\$ _____</p> <p>\$ _____</p> <p>Amount of Loss: \$ _____</p> <p>25% of Total Loss: \$ _____</p> <p>Payout Requested: \$ _____ *</p> <p>*You may request <u>any amount less</u> than the allowed maximum payout.</p> <p><b><i>Payment will be mailed to the address on file with your business license.</i></b></p>
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- SUBMIT:** Your application can be submitted to/at the following locations:
1. By Mail to: The City of Harrisburg, PO Box 378, Harrisburg, OR 97446
  2. Dropped at the overnight utility payment drop box at Harrisburg City Hall @ 120 Smith St., Harrisburg, OR
  3. Emailed to: Michele Eldridge [meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us)
  4. In person, at Harrisburg City Hall, located at 120 Smith St., by appointment with John Hitt or Michele Eldridge. Call 541-995-6655 to schedule an appointment.

**Applications must be received by the City prior to 5:00pm on November 2, 2020!**



City Council Work Session Meeting Minutes  
September 29, 2020

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

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

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** All present when the meeting was called to order were there for items on the agenda.

**NEW BUSINESS**

**THE MATTER OF REVIEWING HMC 9.55 IN LIGHT OF RECENT COURT DECISIONS REGARDING USES OF PUBLIC PARKS FOR CAMPING/SLEEPING PURPOSES**

**STAFF REPORT:** Hitt summarized the information in the agenda bill and noted that CIS is asking City Council to consider asking the City Attorney to draft a new ordinance addressing this issue. He asked if the Council would like to consider this?

City Council started discussing this issue; Mayor Duncan asked if the decision was being appealed, and Hitt told him it was. He added that it is likely two years before they get a decision. Keaton said that the 9<sup>th</sup> Circuit Court is in Boise, and it's the most overturned court in the nation. He thought this was likely working through pending litigation. It could be a decision that is at the mid-point of a longer process. He didn't necessarily think that we should modify our ordinances based on a temporary decision. Hitt thought it wasn't final as of yet. Downey said that CIS keeps bringing this up. It's interesting that they are asking again, and it's clear that they are more concerned about it. They told us to consult our City Attorney's at the time. She agreed that the \$500 should be changed, because it far too hard for a person who is homeless to deal with that kind of a fee. \$100 may actually not be enough to deter someone. Caughey agreed and felt \$500 was far too much. Even \$100 might be too much. But he thought there should be some kind of a deterrent. We don't need to arrest a bunch of people who are homeless and camping. Thomas said that's assuming that the person camping doesn't have a choice. In Eugene, they deal with people who do have a place to be, but they choose to not follow rules and to camp at those locations. But she agrees that if someone is destitute, that \$500 is a huge number. She's not sure what a solution to the issue in Harrisburg would be.

September 29, 2020

Scholz said that frequently people who want to be in the parks are ones who are in a RV. People set up tents in the parks over the 4<sup>th</sup> of July, that's typically when we are telling them no. We haven't run off any homeless people. Thomas was fine with a \$100 fine, but the \$500 was exorbitant, but then added except for the weekend of the 4<sup>th</sup> of July! Downey knew that we have homeless people. If we talked with Gods Storehouse, and HART Center, they would be aware of who they are. Scholz said that we have some that are under the bridge, and there is another dozen or so along the high-water mark in the 100-acre park. Downey asked if there were more since the Junction City camp was shut down? Scholz told her no. They typically use the park but return elsewhere to sleep. Thomas asked him if they weren't stopping them, and Scholz told her that he doesn't stop them from using the park. Caughey said that LCSO (Linn County Sheriff's Office) would often provide rides for homeless in the county. Perhaps they would do that with ours. Thomas liked that idea. We can't provide facilities for the homeless but having them transported to where there are facilities is a good idea.

## **THE MATTER OF REVIEWING AND DISCUSSING CITY COUNCIL PROCEDURAL RULES AND GOVERNANCE POLICIES**

**STAFF REPORT:** Hitt summarized the information in the agenda bill, and asked Council how they would like to proceed in relation to whether someone is taking too long, or is perceived as such, when they are passionate about a subject when addressing Council. If a Councilor wanted to add something to the agenda, they could do so by making a motion, having it seconded, and everyone voting on it. The Mayor has the primary ability to enforce any time limits. Perhaps two minutes is too short, and people should have 3 to 5 minutes. Then if the Mayor fails to take action, and everyone is ok with it, it's not a problem, but if someone has an issue with something going on too long, a point of order motion could be made, which would allow a vote of Council to take place. Council can decide whether or not to allow a discussion to extend longer than what is typically allowed. There was also a section added in that allows a Council member to take over a discussion if the Mayor is challenged. Council could move any discussion to another meeting or could move it to the end of the meeting.

Downey liked having the discussion. She is in favor of letting people speak up. But then, there are some times when people have gone on too long. The construction issue was one of those. Perhaps we should just decide on a case by case basis. Caughey agreed and said that cutting someone off is not always realistic. He thinks it's important for someone to get an issue off their chest. But he feels that we've gone way, way, way beyond what we should have allowed. Five or ten minutes he thought would be good. While we are talking about these issues, he wanted to bring up the issue of Executive Sessions. He felt it was better to hold them before a Council meeting, so that people don't get sent out of the room, and then have to return. He hoped that perhaps we could hold those at 6:00. Downey liked that, but we would need to make sure that it doesn't extend beyond a certain time. Once the pandemic is done, perhaps we could meet in the Jury Room, so we don't impact people arriving for the meeting.

Thomas liked a five-minute span, and to not allow people to go over ten minutes in time. If there is lots of conversation between us and the person, it's not bad, and she felt that was different. Keaton supported two minutes, and didn't mind people going longer, as long as you have the ability to cut someone off. Rather than stating rules that say you have to give ten minutes, he would prefer that we not limit ourselves, especially if there is a subject that a lot of people are talking about. Sometimes it's not a discussion; it's people airing grievances. It's not good to have five or ten people with ten minutes allotted to each. Restricting to two minutes still allows them to air grievances. It doesn't happen very often, but he likes it if they talk for a while, that they don't repeat themselves over and over.

Mayor Duncan liked the two minutes as well, because it feels more gracious when we allow them to go to five or ten minutes. He's also felt that if citizens want to talk about something not on the agenda, and it's a potentially long discussion, that we should schedule it for a different night.



September 29, 2020

He felt strongly that while we may have titles, and can limit discussion, that we are also servants to the people in this community. With anything, we are here to serve the people of this town. Some of the most important things we can do is to listen to them, and if it costs us fifteen or twenty minutes, then he doesn't feel that's a bad thing. We can always call a point of order if we need to. He's been doing this for over 18 years, and the reporters that used to come said that we have the best meetings, because we are respectful, and that it felt like we are allowing family members to be talking at a gathering. If 25 people are sitting here, then yes, we should be more formal. If things go on too long, someone can call a point of order, and then tell them that we'll discuss it more at the next meeting, and staff will get in touch with you. When most people are here, they feel served, because we listened.

Downey said that's as long as they know we are taking it seriously. The sad part is that with long segments of speech, people may not remember everything. We try to keep our notes together, but some people aren't happy. Donna Duncan, in the audience, said that these meetings are great. When the Mayor first got on Council, meetings were typically held until 11:00 at night. Mayor Duncan added that as for the Jury Room, he felt you could hear too much. He hated doing interviews in there. He'd like to hold executive sessions first. Thomas suggested that we pipe in white noise, or something. Keaton said that we could also go to the Library. The Council discussed the issue for another fifteen minutes or so. Hitt wanted to make sure that he understood what Council wanted to change. Downey told him that she liked the changes in red, as did Mayor Duncan and Keaton. Hitt added to the conversation that if the limit is two minutes, someone who has something important to say may cut themselves off, or worse, may not even come. They should be considering that as well. Mayor Duncan asked for a consensus on what Council liked, and the decision was a period of two to five minutes.

#### **THE MATTER OF UPDATING HARRISBURG CRIME STATISTICS**

Hitt asked the City Council how often they wanted to get the reports on crime statistics, that he has access to. Downey liked once a quarter, which the other Councilors agreed as adequate. Keaton liked the graph of how the crimes were broken down over time. Downey agreed and wanted to see how many people have vehicles broken into over time. Consensus was to have the crime report statistics shared with them on a quarterly basis.

#### **THE MATTER OF ADOPTING RESOLUTION NO. 1245 TO BEGIN THE PROCESS OF THE CITY OF HARRISBURG ASSUMPTION OF THE BUILDING AND ELECTRICAL CODE PROGRAMS.**

**STAFF REPORT:** Hitt summarized the staff report, and noted that while staff had to turn in the application to the State as of October 1<sup>st</sup>, that we needed to have the City Council approve the proposed resolution, which authorized our application and the process to assume the control of our building and electrical code programs. The draft paperwork is included for your information, but the only thing you are doing tonight, is to approve the resolution. The IGA that is here is still being negotiated, and the Junction City Council has to approve it first. He felt that the program would give us better service to our citizens, as well as providing us with a small increase in revenues. The turn around time for Linn County is slower than what we would prefer, and the new program would increase that speed. In addition, they would be more accessible, and could meet with citizens here in the office. That's something Linn County doesn't do. He sees it as an improvement in our service levels. Of course, he could always make all these arguments, and everything could still blow up in our faces, but he thinks that this is the better way to do things.

Mayor Duncan asked who would be reviewing and doing inspections and was told it would be Junction City. He was ok with that as long as it wasn't Lane County. Caughey asked if someone needs something, do they have back up employees when someone is out? Hitt told him yes, they do, and they can also ask for assistance from the City of Eugene. Hitt said that he would be submitting the paperwork tomorrow, and the state would then have until the end of this calendar year to ask us to tweak the program. Linn County can also object to the program; the

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state will be involving them. He asked them for feedback himself, and they still haven't answered. We may need to adjust our code slightly. If all is approved, we will switch over on July 1<sup>st</sup>, 2020. The Building Code Division (BCD) will give us approval, likely sometime in January or February. Caughey asked Scholz if he had any thoughts on this, and Scholz told him that it sounds like they are good.

- **Caughey motioned to adopt Resolution NO. 1245, "A RESOLUTION APPROVING SUBMISSION OF OREGON STATE BUILDING CODES DIVISION, "PROGRAM ADMINISTRATION REQUEST" AND ASSURING CITY COMPLIANCE WITH ALL REQUIREMENTS AND STANDARDS OF OAR CHAPTER 918 AND ORS CHAPTERS 455 AND 479." He was seconded by Downey, and the City Council voted unanimously to approve Resolution No. 1245, authorizing the City to file the application to assume our own building and electrical code programs on July 1, 2020.**

#### OTHER ITEMS

**ADJOURN:** The meeting was adjourned at the hour of 8:03pm.

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Mayor

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City Recorder

Report Criteria:

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>3931</b>						
3931	A Gypsy's Treasure	FG-8 2020 FB	Fall Small Business Grant (CRF)	10/11/2020	1,250.00	23-70-2500
Total 3931:					1,250.00	
<b>3933</b>						
3933	Allied 100 LLC	1774676	PPE	10/12/2020	1,325.00	10-72-4000
Total 3933:					1,325.00	
<b>1206</b>						
1206	Analytical Lab & Consultants	130944	Water Testing	09/09/2020	183.00	51-65-4200
1206	Analytical Lab & Consultants	131087	Water Testing	09/10/2020	57.00	52-65-4200
1206	Analytical Lab & Consultants	131259	Water Testing	09/15/2020	162.00	52-65-4200
1206	Analytical Lab & Consultants	131354	Water Testing	09/21/2020	72.00	52-65-4200
1206	Analytical Lab & Consultants	131556	Water Testing	09/29/2020	147.00	52-65-4200
Total 1206:					621.00	
<b>3200</b>						
3200	Barnes & Noble, Inc.	4038332	Books	09/28/2020	87.80	24-60-2000
3200	Barnes & Noble, Inc.	7186315	Books	10/08/2020	75.00	24-60-2700
3200	Barnes & Noble, Inc.	7186315	Books	10/08/2020	57.89	24-60-2000
Total 3200:					220.69	
<b>2954</b>						
2954	Batteries Plus Bulbs	P31977705	Misc P/W Exp	10/08/2020	42.00	52-65-5400
Total 2954:					42.00	
<b>3068</b>						
3068	BOLI	OCT 2020A	BOLI Prevailing Wage	10/21/2020	250.00	51-78-8015
3068	BOLI	OCT 2020B	BOLI Prevailing Wage	10/21/2020	250.00	51-78-8015
Total 3068:					500.00	
<b>1055</b>						
1055	Caselle, Inc.	104777	Software Purchase	10/14/2020	1,850.00	10-60-2700
1055	Caselle, Inc.	104777	Software Purchase	10/14/2020	375.00	40-65-8015
Total 1055:					2,225.00	
<b>3773</b>						
3773	CenturyLink	160480658	Phone Bill	10/04/2020	.64	10-69-3500
3773	CenturyLink	SEPTEMBER	Phone Bill	09/26/2020	43.46	52-65-3500
3773	CenturyLink	SEPTEMBER	Phone Bill	09/26/2020	45.11	52-65-3500
3773	CenturyLink	SEPTEMBER	Phone Bill	09/26/2020	44.45	51-65-3500
3773	CenturyLink	SEPTEMBER	Phone Bill	09/26/2020	40.14	51-65-3500
3773	CenturyLink	SEPTEMBER	Phone Bill	09/26/2020	45.11	52-65-3500
3773	CenturyLink	SEPTEMBER	Phone Bill	09/26/2020	42.80	52-65-3500
3773	CenturyLink	SEPTEMBER	Phone Bill	09/26/2020	45.11	52-65-3500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3773	CenturyLink	SEPTEMBER	Phone Bill	09/26/2020	40.14	10-69-3500
3773	CenturyLink	SEPTEMBER	Phone Bill	09/26/2020	43.46	52-65-3500
Total 3773:					390.42	
<b>2939</b>						
2939	Cobalt Computer Services, Inc.	18861	Computer Purchase	09/17/2020	3,195.00	10-33-8000
2939	Cobalt Computer Services, Inc.	18869	Computer Purchase	09/23/2020	1,025.00	40-65-8045
2939	Cobalt Computer Services, Inc.	18884	Computer Service	09/30/2020	172.50	40-65-8015
2939	Cobalt Computer Services, Inc.	18905	Computer Service	09/30/2020	206.80	40-65-8015
2939	Cobalt Computer Services, Inc.	19060	Computer Hardware	10/16/2020	131.75	40-65-8050
Total 2939:					4,731.05	
<b>2720</b>						
2720	Comcast	OCTOBER 202	Internet Service	10/02/2020	155.13	10-60-2000
2720	Comcast	OCTOBER 202	Internet Service	10/01/2020	74.18	51-65-3550
2720	Comcast	OCTOBER 202	Internet Service	10/01/2020	74.17	52-65-3550
Total 2720:					303.48	
<b>3913</b>						
3913	DataBar Inc	247764	W/S Utility Statements	10/03/2020	292.97	51-74-2200
3913	DataBar Inc	247764	W/S Utility Statements	10/03/2020	292.96	52-74-2200
Total 3913:					585.93	
<b>3672</b>						
3672	Department of State Lands	OCTOBER 202	Stale Checks	10/27/2020	90.00	10-1200
Total 3672:					90.00	
<b>1000</b>						
1000	DEQ	WQ21DOM-08	Sewage Disposal Permit	10/15/2020	2,351.00	52-65-5000
Total 1000:					2,351.00	
<b>3928</b>						
3928	Dollface Coffee, LLC	FG-6 2020 FB	Fall Small Business Grant (CRF)	10/14/2020	1,860.84	23-70-2500
Total 3928:					1,860.84	
<b>2282</b>						
2282	EARTH20	359967	Bottled Water	09/02/2020	56.10	10-53-2200
2282	EARTH20	359967	Bottled Water	09/02/2020	4.99	10-53-2200
2282	EARTH20	456944	Bottled Water	09/17/2020	35.70	10-53-2200
2282	EARTH20	456944	Bottled Water	09/17/2020	4.99	10-53-2200
Total 2282:					101.78	
<b>1946</b>						
1946	Ferguson Waterworks	0919163	P/W Misc. Expense	09/23/2020	1,400.77	52-65-4600
1946	Ferguson Waterworks	0922486	P/W Misc. Expense	09/25/2020	89.76	51-65-4600
Total 1946:					1,490.53	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>3697</b>						
3697	Fewel, Brewer & Coulombe	500912	Attorney Fees	10/05/2020	230.00	10-42-2500
3697	Fewel, Brewer & Coulombe	500913	Attorney Fees	10/05/2020	375.00	10-42-2500
Total 3697:					605.00	
<b>3922</b>						
3922	Golden Chopstix	FG-1 2020 FB	Fall Small Buisness Grant (CRF)	10/02/2020	5,000.00	23-70-2500
Total 3922:					5,000.00	
<b>1218</b>						
1218	Grainger	9677021132	Priceboro Park Restroom	10/07/2020	57.22	10-72-6700
1218	Grainger	9678343592	Misc. P/W Supplies	10/08/2020	23.15	11-43-2100
1218	Grainger	9683317946	Misc. P/W Supplies	10/13/2020	248.04	41-78-8170
Total 1218:					328.41	
<b>3932</b>						
3932	Harrisburg Liquor	FG-9 2020 FB	Fall Small Business Grant (CRF)	10/13/2020	4,848.00	23-70-2500
Total 3932:					4,848.00	
<b>1220</b>						
1220	Hurd's Custom Machinery, Inc.	27301	Public Works Supplies	09/01/2020	19.87	51-65-4600
1220	Hurd's Custom Machinery, Inc.	27301	Public Works Supplies	09/01/2020	32.76	25-65-2000
1220	Hurd's Custom Machinery, Inc.	27378	Public Works Supplies	09/08/2020	20.28	52-65-4600
1220	Hurd's Custom Machinery, Inc.	27409	Public Works Supplies	09/11/2020	31.25	51-65-4600
1220	Hurd's Custom Machinery, Inc.	27409	Public Works Supplies	09/11/2020	13.05	52-65-4600
Total 1220:					117.21	
<b>1101</b>						
1101	Ingram Library Services	48693361	Library books	10/04/2020	49.93	24-60-2000
1101	Ingram Library Services	48784345	Library books	10/08/2020	183.02	24-60-2000
1101	Ingram Library Services	48784346	Library books	10/08/2020	16.38	24-60-2000
1101	Ingram Library Services	48784347	Library books	10/08/2020	11.99	24-60-2000
1101	Ingram Library Services	48827466	Library books	10/12/2020	11.07	24-60-2000
1101	Ingram Library Services	48827467	Library books	10/12/2020	278.29	24-60-2000
1101	Ingram Library Services	48851926	Library books	10/13/2020	44.30	24-60-2000
1101	Ingram Library Services	48851927	Library books	10/13/2020	34.10	24-60-2000
Total 1101:					629.08	
<b>3934</b>						
3934	J and S Art Company	FG-10 2020 FB	Fall Small Business Grant CRF	10/27/2020	2,500.00	23-70-2500
Total 3934:					2,500.00	
<b>3930</b>						
3930	Java Joy LLC	FG-7 2020 FB	Fall Small Business Grant (CRF)	10/13/2020	4,323.75	23-70-2500
Total 3930:					4,323.75	
<b>1221</b>						
1221	Jerry's Home Improvement	53834	Misc Public Works Supplies	09/15/2020	579.70	10-72-4000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 1221:					579.70	
<b>3432</b>						
3432	John Deere Financial	2258563	Misc P/W Exp	10/01/2020	67.60	52-65-4600
Total 3432:					67.60	
<b>3169</b>						
3169	Linn Benton Community College	AUGUST 2020	Extended Learning Corprate Train	08/12/2020	1,500.00	10-63-2000
Total 3169:					1,500.00	
<b>1225</b>						
1225	Linn County Building Dept.	SEPTEMBER 2	Building Permit Fees	10/06/2020	1,037.79	10-50-2000
Total 1225:					1,037.79	
<b>1481</b>						
1481	Linn County Road Department	140-21	Road Painting	10/15/2020	3,207.50	11-43-3000
Total 1481:					3,207.50	
<b>1253</b>						
1253	Linn County Sheriff's Office	OCTOBER 202	Law Enforcement Contract	10/26/2020	60,216.75	10-66-3000
Total 1253:					60,216.75	
<b>3819</b>						
3819	Linn County Treasurer	SEPTEMBER 2	Court Revenue Payout	10/26/2020	139.00	10-42-2200
Total 3819:					139.00	
<b>3925</b>						
3925	Magnum Service Inc.	FG-4 2020 FB	Fall Small Business Grant (CRF)	10/05/2020	5,000.00	23-70-2500
Total 3925:					5,000.00	
<b>1227</b>						
1227	McKinley Printing Company	2825	Business Cards	09/30/2020	92.00	10-60-2300
Total 1227:					92.00	
<b>3894</b>						
3894	Mitel	34926767	Phone Bill	10/01/2020	28.78	24-60-2500
3894	Mitel	34926767	Phone Bill	10/01/2020	110.33	10-69-3500
3894	Mitel	34926767	Phone Bill	10/01/2020	110.33	51-65-3500
3894	Mitel	34926767	Phone Bill	10/01/2020	110.32	52-65-3500
Total 3894:					359.76	
<b>3873</b>						
3873	NAPA Auto Parts	817-616138	Misc P/W Exp	09/15/2020	26.70	52-65-4600
Total 3873:					26.70	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>2644</b>						
2644	Net Assets	54-202009	Lien Searches	10/10/2020	160.00	10-53-2250
Total 2644:					160.00	
<b>3921</b>						
3921	Northwest Electrical Construct, In	4826	Electrical	10/12/2020	338.70	10-72-6700
3921	Northwest Electrical Construct, In	4826	Electrical	10/12/2020	315.00	10-72-4000
3921	Northwest Electrical Construct, In	4826	Electrical	10/12/2020	210.00	10-72-6700
Total 3921:					863.70	
<b>1102</b>						
1102	NW Natural Gas Co.	OCTOBER 202	Utilities	10/08/2020	96.96	52-65-2700
1102	NW Natural Gas Co.	OCTOBER 202	Utilities	10/07/2020	47.33	51-65-2700
Total 1102:					144.29	
<b>2066</b>						
2066	OGFOA	OCT 2020	Member Dues	10/19/2020	110.00	10-63-2100
Total 2066:					110.00	
<b>1245</b>						
1245	One Call Concepts, Inc.	0090391	Locates	09/30/2020	14.40	51-65-4600
1245	One Call Concepts, Inc.	0090391	Locates	09/30/2020	14.40	52-65-4600
Total 1245:					28.80	
<b>1033</b>						
1033	Oregon Department of Revenue	SEPTEMBER 2	Court Revenue Payout	10/26/2020	425.00	10-42-2200
Total 1033:					425.00	
<b>1862</b>						
1862	Oregon DMV	60488888	Record Inquiry	09/30/2020	.70	10-42-2800
Total 1862:					.70	
<b>3096</b>						
3096	Pacific Office Automation	016109	Copier Contract	10/12/2020	36.29	10-60-2100
3096	Pacific Office Automation	016109	Copier Contract	10/12/2020	36.28	51-74-2000
3096	Pacific Office Automation	016109	Copier Contract	10/12/2020	36.29	52-74-2000
3096	Pacific Office Automation	017074	Copier Contract	10/12/2020	36.70	10-60-2100
3096	Pacific Office Automation	017074	Copier Contract	10/12/2020	36.69	51-74-2000
3096	Pacific Office Automation	017074	Copier Contract	10/12/2020	36.69	52-74-2000
Total 3096:					218.94	
<b>1079</b>						
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	45.04	52-65-2600
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	20.40	10-69-2500
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	296.86	10-69-2500
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	32.61	10-69-2500
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	60.42	10-69-2500
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	63.05	10-69-2500
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	301.69	10-69-2500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	29.35	52-65-2600
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	68.17	52-65-2600
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	760.56	52-65-2600
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	39.13	52-65-2600
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	18.25	52-65-2600
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	38.83	52-65-2600
1079	Pacific Power & Light Company	SEPT 2020	Skate Park Exp	10/14/2020	36.19	10-72-6700
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	183.51	25-65-2500
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	19.46	25-65-2500
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	32.08	25-65-2500
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	136.69	10-69-3000
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	88.00	10-69-3000
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	43.42	10-69-3000
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	590.72	10-69-3000
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	68.69	10-69-3000
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	1,162.23	10-69-3000
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	63.57	10-69-3000
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	125.31	10-69-3000
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	275.58	10-69-3000
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	18.29	10-69-3000
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	167.59	10-69-3000
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	33.05	11-44-2000
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	3,516.36	51-65-2600
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	1,153.83	51-65-2600
1079	Pacific Power & Light Company	SEPT 2020	UTILITIES	10/14/2020	83.10	51-65-2600
Total 1079:					9,572.03	
<b>1187</b>						
1187	Petty Cash	OCTOBER 202	Petty Cash	10/14/2020	8.50	10-60-2400
1187	Petty Cash	OCTOBER 202	Petty Cash	10/14/2020	8.25	51-74-2200
1187	Petty Cash	OCTOBER 202	Petty Cash	10/14/2020	8.25	52-74-2200
Total 1187:					25.00	
<b>3926</b>						
3926	Riverridge Excavating & Loggin, I	451036	Poplar Removal	09/30/2020	4,800.00	52-78-7035
Total 3926:					4,800.00	
<b>3924</b>						
3924	Shear Country Hair & Nail Salon	FG-3 2020 FB	Fall Small Business Grant (CRF)	10/05/2020	1,124.00	23-70-2500
Total 3924:					1,124.00	
<b>2927</b>						
2927	Staples Business Advantage	3457078177	Office Supplies	09/22/2020	10.00	10-60-2300
2927	Staples Business Advantage	3457078177	Office Supplies	09/22/2020	10.00	51-74-2400
2927	Staples Business Advantage	3457078177	Office Supplies	09/22/2020	9.99	52-74-2400
2927	Staples Business Advantage	3457218970	Office Supplies	09/24/2020	4.33	10-60-2300
2927	Staples Business Advantage	3457218970	Office Supplies	09/24/2020	4.33	51-74-2400
2927	Staples Business Advantage	3457218970	Office Supplies	09/24/2020	4.33	52-74-2400
2927	Staples Business Advantage	3457607178	CRF Supplies	10/29/2020	245.99	10-41-3600
2927	Staples Business Advantage	3458027481	CRF Supplies	10/01/2020	48.99	10-41-3600
2927	Staples Business Advantage	3458027484	Office Supplies	10/01/2020	10.37	10-60-2300
2927	Staples Business Advantage	3458027484	Office Supplies	10/01/2020	10.37	51-74-2400
2927	Staples Business Advantage	3458027484	Office Supplies	10/01/2020	10.36	52-74-2400



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
2927	Staples Business Advantage	3458673661	Office Supplies	10/07/2020	7.14	10-60-2300
Total 2927:					376.20	
<b>1144</b>						
1144	Suzan Jackson	197	Janitor Services	10/31/2020	599.17	10-72-4100
1144	Suzan Jackson	197	Janitor Services	10/31/2020	375.83	10-72-4100
Total 1144:					975.00	
<b>3243</b>						
3243	Synergy Security Solutions	10071	Security	10/14/2020	996.00	10-72-6700
Total 3243:					996.00	
<b>2227</b>						
2227	TEC Equipment, Inc.	218365E	Misc. P/W Vehicle Exp	09/29/2020	291.36	11-45-3000
Total 2227:					291.36	
<b>3927</b>						
3927	Teek's Hair Parlor	FG-5 2020 FB	Fall Small Business Grant (CRF)	10/14/2020	750.00	23-70-2500
Total 3927:					750.00	
<b>3815</b>						
3815	The Franklin Press	06109	Court Supplies	09/23/2020	248.50	10-42-2800
Total 3815:					248.50	
<b>3923</b>						
3923	Village Beauty Salon	FG-2 2020 FB	Fall Small Business Grant (CRF)	10/05/2020	256.75	23-70-2500
Total 3923:					256.75	
<b>3663</b>						
3663	Water & Sewer Deposit Refund	#11631.07	W/S Deposit Refund	10/02/2020	50.00	51-2120
3663	Water & Sewer Deposit Refund	#11631.07	W/S Deposit Refund	10/02/2020	50.00	52-2120
3663	Water & Sewer Deposit Refund	#145.09	Utility Billing Overpayment	10/02/2020	21.55	01-1075
3663	Water & Sewer Deposit Refund	#163.07	W/S Deposit Refund	10/02/2020	50.00	52-2120
3663	Water & Sewer Deposit Refund	#163.07	W/S Deposit Refund	10/02/2020	50.00	51-2120
3663	Water & Sewer Deposit Refund	#226.08	Utility Billing Overpayment	10/26/2020	16.60	01-1075
3663	Water & Sewer Deposit Refund	#377.03	W/S Deposit Refund	10/02/2020	50.00	52-2120
3663	Water & Sewer Deposit Refund	#377.03	W/S Deposit Refund	10/02/2020	50.00	51-2120
3663	Water & Sewer Deposit Refund	#542.12	Utility Billing Overpayment	10/14/2020	39.14	01-1075
3663	Water & Sewer Deposit Refund	#597.04	W/S Deposit Refund	10/02/2020	50.00	52-2120
3663	Water & Sewer Deposit Refund	#597.04	W/S Deposit Refund	10/02/2020	50.00	51-2120
3663	Water & Sewer Deposit Refund	#865.03A	Utility Billing Overpayment	10/14/2020	82.44	01-1075
3663	Water & Sewer Deposit Refund	#975.03	W/S Deposit Refund	10/02/2020	50.00	51-2120
3663	Water & Sewer Deposit Refund	#975.03	W/S Deposit Refund	10/02/2020	50.00	52-2120
Total 3663:					659.73	
<b>2661</b>						
2661	WCP Solutions	11910003	Office Supplies	09/08/2020	110.85	10-72-6700
2661	WCP Solutions	11910004	Office Supplies	09/08/2020	1,158.20	10-72-4000
2661	WCP Solutions	11910004	Office Supplies	09/08/2020	492.30	10-72-6700

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
2661	WCP Solutions	11910004	Office Supplies	09/08/2020	54.67	51-74-2400
2661	WCP Solutions	11910004	Office Supplies	09/08/2020	54.66	52-74-2400
2661	WCP Solutions	11910004	Office Supplies	09/08/2020	54.67	10-60-2300
2661	WCP Solutions	11920384	Office Supplies	09/15/2020	86.00	10-72-4000
Total 2661:					2,011.35	
<b>1239</b>						
1239	WECO	CP-00127017	PW Gas Exp	09/30/2020	249.97	11-45-2000
1239	WECO	CP-00127017	PW Gas Exp	09/30/2020	291.63	51-73-2000
1239	WECO	CP-00127017	PW Gas Exp	09/30/2020	291.63	52-73-2000
Total 1239:					833.23	
<b>3929</b>						
3929	Wildish Construction Co.	19-009E-1.0	LaSalle Street Waterline & Street I	10/05/2020	186,387.02	51-78-8015
Total 3929:					186,387.02	
Grand Totals:					319,924.57	

# Payment Approval Report

## Expense Account Key

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

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

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

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

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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

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

**Report Criteria:**

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



Planning Commission Meeting Minutes  
September 30, 2020

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

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

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

**APPROVAL OF MINUTES**

- Giles motioned to approve the minutes and was seconded by Wullenwaber. The Planning Commission then voted unanimously to Approve the Minutes for August 18, 2020.

**OLD BUSINESS**

**THE MATTER OF A VISIT FROM REPRESENTATIVES FROM THE MCCRACKEN MOTOR FREIGHT PROJECT**

- Troy Slonecker addressed the Planning Commission as representative of MMF Warehouse LLC. Owner Curtis McCracken was also present in the audience. Slonecker requested that future agendas and minutes refer to the organization as MMF Warehouse LLC and not McCracken Motor Freight, which is a different branch of the company. Slonecker wanted to discuss requesting an additional one (1) year conditional use permit extension for the property located at 930 S. 2<sup>nd</sup> Street, Harrisburg, Oregon. Their current conditional use permit includes a one (1) year extension and expires on October 1, 2020. Slonecker presented several factors, due to the economy, and the pandemic that has prevented them from starting the project within the given timeframe permitted with their conditional use permit and site plan. He explained that they would have started construction this

September 30, 2020

year, but banks were reluctant to fund expansion like this due to all the unknowns that we are dealing with.

- Hitt explained to the Planning Commission that the current Harrisburg Building Code only allows for one (1) land use permit extension. He suggested that the Planning Commission can make a motion of intent for staff to research ways to grant the extension and recommend the request be brought to the City Council and City Attorney. Hitt also explained that the new model code, if passed, will allow a conditional use permit for eighteen (18) months with an eighteen (18) month extension and possible second extension under certain circumstances.

Culver asked if there had been a precedent set by other applicants. Eldridge said there had not been a precedent set to date. Kayner asked Hitt how the Planning Commission can find a way to help them (MMF Warehouse LLC) out. Hitt replied with two suggestions: a possible declaration of an emergency, or motion of intent to staff. Hitt asked Slonecker if they must go the City Council on October 13, 2020, could they comply. Slonecker replied they would, and will send a request via email to Eldridge, Hitt and Chairperson Culver by Friday, October 2, 2020.

- McCracken asked the Planning Commission if they wanted their business in Harrisburg and explained why the project had been delayed and asked for the extension to go through the end of 2021.
- **Kayner motioned for a recommendation from the Planning Commission to staff and City Council to research the ways to grant the extension of LU394 and LU396 for the Site Plan and Conditional Use Permit for MMF Warehouse LLC which was seconded by Wullenwaber. The Planning Commission then voted unanimously to make recommendations to staff and City Council to research the ways in which they could allow an extension for another year for MMF Warehouse LLC due to the pandemic and economy**

## WORK SESSION

### **THE MATTER OF DISCUSSING A REVISED DRAFT OF THE ZONING MATRIX AND SITE PLAN REVIEW, (AS PER THE AUGUST 18TH PLANNING COMMISSION MEETING) AS WELL AS A 'FIRST LOOK' AT SECTIONS 2.2.040. D – 2.2.080, ZONING DISTRICT REGULATIONS**

#### **STAFF REPORT:**

- Hitt discussed the issues brought up during the last meeting. The State of Oregon has made several changes since the code was last updated in 2010. The current code is not user friendly and hard to use for planning. The new code would increase some standards and allow for flexibility for the commission and staff. The new code also allows prescriptive process with review unlike the automatic process of the current code. Hitt gave the Planning Commission three options to move forward:
  - The Planning Commission could decide that current code is okay, which would end the review process.
  - The Planning Commission could acquire the entire code for review or continue getting it in pieces for review.
  - The Planning Commission could decide to wait until the next meeting to discuss this matter.
- Kayner asked why the Planning Commission wouldn't want to move forward.
- Hitt replied that the new code would permit outright uses on some applications compared to the current code that has a small number of outright uses that are permitted.

September 30, 2020

- Kayner asked if there was an appeal process.
- Hitt replied that the new code would have lots of options to appeal on an outright use. Staff would create a checklist for permits and appeal options. He then referred to Exhibit B: Revised Site Plan Review Procedures, page 22. He pointed out that specific applications would still come before the Planning Commission for review such as subdivisions, variances, and conditional use permits.
- Kayner asked how the new code compares to other cities.
- Hitt replied that it falls in the middle in terms of permitted outright uses.
- Moritz asked what the Planning Commission was trying to decide.
- Hitt said the Planning Commission needed to decide if it wanted to move forward on the new code or not. If the Planning Commission did want to move forward, did they want the new code in piecemeal fashion or as a whole document.
- Kayner asked if the changes would generate any complaints from residents.
- Eldridge replied that the new code would make it easier for residents to make simple changes to their properties and should not create any complaints.
- Chairperson Culver voiced concern about non-public involvement with changing the process.
- Hitt pointed out changes and discussed concerns in Exhibit A and Exhibit C. He noted that the public would be able to comment on any changes during the public hearings when we make a recommendation to the City Council to approve the final Zoning/Subdivision code changes. They can also comment when the City Council discusses the changes.
- Moritz requested to see the whole document in one (1) to two (2) chapters per meeting.
- Hitt said he would provide the information in a logical order and would introduce the next two (2) chapters at the next meeting. Hitt also clarified that notebooks containing Exhibit D: HMC Chapter 17 – ‘Subdivisions’ and Chapter 18 ‘Zoning and Land Use’ are the current code and was given so the Planning Commission could make comparisons between the current code and the new code.

**With no further discussion, the meeting was adjourned at the hour of 8:05pm.**

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**Chairperson**

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**City Recorder**



Personnel Committee Meeting Minutes  
July 08, 2020

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**Chairperson:** Kimberly Downey, Presiding  
**Members Present:** Mike Caughey and Robert Boese  
**Staff Present:** City Administrator John Hitt and City Recorder/ACA Michele Eldridge  
**Meeting Location:** Harrisburg Municipal Center @ 354 Smith St.

**CALL TO ORDER AND ROLL CALL at 6:30pm**

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** No audience members were present

**APPROVAL OF MINUTES**

**MOTION TO APPROVE THE MINUTES OF OCTOBER 21, AND NOVEMBER 20, 2019, AND THE MINUTES OF JANUARY 20, 2020.**

- Caughey motioned to approve the minutes and was seconded by Boese. The Personnel Committee then voted unanimously to approve the minutes for October 21 and November 20, 2019, as well as the minutes of January 20, 2020.

**THE MATTER OF RECRUITING A NEW FINANCE OFFICER**

**STAFF REPORT:** Eldridge and Hitt summarized the information on the agenda bill, as well as reviewing the timeline for hiring. The Personnel Committee discussed how they would like to move forward on the Finance Officer interviews. Rather than having all of them present for an interview, they decided that only one person from the Committee was sufficient. That person was determined to be the Chairperson. The other individuals in the interview would be Michele Eldridge, and John Hitt.

The 1<sup>st</sup> review of applications would be on July 21, 2020; Downey said that she would be in later that afternoon and would also review staff's selections. The Committee then decided that they would hold the main interviews on Wed, July 29, but instead of 4, 5, and 6, Downey preferred that the interviews be scheduled from 5, 6 and 7. The interviews on the 30<sup>th</sup> would then be scheduled at 5 and 6:00, if they were needed.

**THE MATTER OF REVIEWING POLICY NO. 138 – COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT**

July 08, 2020

**STAFF REPORT:** Hitt reviewed the information in the agenda bill and noted that he simply wanted to tighten up the language already there. The main reason was to repeat cautionary language, so it was more noticeable.

- Eldridge had added the flash drive information too and had compared some of this language to the model handbook. However, the review was very quick, and both staff members emphasized that this policy would likely be amended further in the future.
- Downey agreed with the additions that Hitt had made.
- Boese asked if Council has rules like this?
- Hitt said that Council has rules, but he doesn't think we've addressed these subjects in those rules. There would be more implications if a Councilor were to do something like the school district employee did.
- Caughey **motioned to recommend to the City Council that they approve Policy No. 138, COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT, as written, and was seconded by Boese. The Personnel Committee then voted unanimously to recommend to the City Council that they approve Policy No. 138.**

#### **THE MATTER OF REVIEWING POLICY NO. 129 – GENERAL LEAVE OF ABSENCE**

**STAFF REPORT:** Eldridge summarized the information in the agenda bill; noting that the policy had been created to fit the needs of long-term employees who had exhausted their leave banks. However, staff decided that they needed to tighten the language up, and to state that the City Administrator could decide on a case by case basis whether an employee would be covered by medical benefits. Hitt also noted that he had changed the 120 days to 90 days instead, as he thought the 120 days was too much time. The Personnel Committee discussed the timeframe for a while but ultimately decided to stay with the 90-day timeframe as suggested in the policy draft.

- Caughey **motioned to recommend to the City Council that they approve Policy No. 129, GENERAL LEAVE OF ABSENCE, as written, and was seconded by Boese. The Personnel Committee then voted unanimously to recommend to the City Council that they approve Policy No. 129 as proposed by staff.**

**ADJOURN:** The meeting was adjourned at the hour of 7:08PM.

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Chairperson

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City Recorder