



City Council Business Meeting Agenda
April 12, 2022
6:30 PM

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

PUBLIC NOTICES:

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

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan

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

NEW BUSINESS

1. THE MATTER OF APPROVING A MURAL FOR THE LIBRARY

STAFF REPORT:

Exhibit A: Mural Designs Presented to the Library Board

Exhibit B: Proposed Mural Design

Exhibit C: Fundraising Letter

ACTION: MOTION TO APPROVE / DENY OR APPROVE WITH CONDITIONS A MURAL FOR THE HARRISBURG PUBLIC LIBRARY TO BE PAINTED BY JERRY DAME JR AND HANNAH DAME AS SHOWN IN EXHIBIT B

2. THE MATTER OF APPROVING THE ADOPTION OF THE 2022-2027 STRATEGIC PLAN REPORT

STAFF REPORT:

Exhibit A: Final Draft of the 2022-2027 Strategic Plan

ACTION: MOTION TO APPROVE THE 2022-2027 STRATEGIC PLAN REPORT

3. THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE A PUBLIC EVENT PERMIT AND TEMPORARY SPECIAL EVENT LIQUOR LICENSE FOR THE TASTE OF TRI-COUNTY AND BUSINESS EXPO EVENT WITH CONDITIONS OF APPROVAL

STAFF REPORT:

Exhibit A: Public Event Application

ACTION: MOTION TO AUTHORIZE THE CITY ADMINISTRATOR TO APPROVE THE PUBLIC EVENT PERMIT AND TEMPORARY SPECIAL EVENT LIQUOR LICENSE, FOR THE TASTE OF TRI-COUNTY AND BUSINESS EXPO EVENT WITH CONDITIONS OF APPROVAL AS PRESENTED

4. THE MATTER OF THE MAYOR PROCLAIMING APRIL AS CHILD ABUSE PREVENTION AND AWARENESS MONTH

STAFF REPORT:

Exhibit A: Proclamation for April 2022

ACTION: THE MAYOR OR HIS DESIGNEE WILL READ THE PROCLAMATION ALOUD THAT WILL PROCLAIM APRIL 2022 AS CHILD ABUSE PREVENTION AND AWARENESS MONTH IN HARRISBURG

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.

5. THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: Harrisburg City Council Minutes for January 11, 2022

Exhibit B: Harrisburg City Council Minutes for January 25, 2022

Exhibit C: Payment Approval Report for March 2022

Exhibit D: Library Board Minutes for March 10, 2022

Exhibit E: Municipal Court Collections Report March 2022

Exhibit F: Municipal Court Citation Report March 2022

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

Harrisburg City Council Minutes for January 11 and January 25, 2022

The Payment Approval Report for March 2022

CITY ADMINISTRATORS VERBAL REPORT

- 1. SRTS Grant**
- 2. Housing Code Audit**
- 3. Zoning & Development Code Audit**
- 4. BN-Grant & Status**

OTHER ITEMS

ADJOURN

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING A MURAL FOR THE LIBRARY

STAFF REPORT:

- Exhibit A: Mural Designs Presented to the Library Board
- Exhibit B: Proposed Mural Design
- Exhibit C: Fundraising Letter

ACTION: MOTION TO APPROVE / DENY OR APPROVE WITH CONDITIONS A MURAL FOR THE HARRISBURG PUBLIC LIBRARY TO BE PAINTED BY JERRY DAME JR AND HANNAH DAME AS SHOWN IN EXHIBIT B

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda April 12, 2022

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$3,000	Partially	Library-Professional Improvement funds not being used this fiscal year

STAFF RECOMMENDATION:

Staff recommends the City Council review the information provided and determine if they approve the placement of a mural on the east side of the Harrisburg Public Library.

BACKGROUND INFORMATION:

Library Staff approached the Library Supervisor, Public Works Director and City Administrator last year regarding a mural for the outside of the Library. Their belief is the mural design will catch the attention of people passing by and will let our residents know where the Library is located, which will create a bigger patron following. Since that time, the Librarians and volunteer, Quinton Sheridan, have researched designs and obtained artists willing to commit to the project for reasonable compensation.

At the March 10, 2022, Library Board meeting, the Board and City staff heard the proposal from patron Quinton Sheridan and Librarians, Cheryl Spangler, and Amanda Pelkey. They contacted a local artist, Jerry Dame Jr, who agreed to paint the mural for the Library. Two designs were presented to the Library Board to review (**EXHIBIT A**). At that meeting, the Library Board motioned to recommend mural option No.1 to the City Council.

Staff advised the Board, that a colored version of the drawing would need to be submitted, prior to the council meeting (**EXHIBIT B**). Staff would also require a written

proposal from Mr. Dame indicating the cost of the mural before the project could begin. If the City Council agrees to the request for the mural, and a proposal is received, a formal agreement between Mr. Dame, his daughter Hannah, and the City, will be created prior to the start of the project. Library Staff would like to have the mural completed by the 4th of July if possible.

The cost of the mural is estimated at \$2,000. The Library would like to pay \$3,000 for this project in order to properly compensate the artist if we are able to. At this time, the Library has raised \$368.57 from fundraising containers distributed around town which includes a \$200 donation from a Junction City business. They would like to start distributing fundraising letters **(EXHIBIT C)** to local business's, which will include the approved mural design in color.

Staff did speak with the City Administrator and the Finance Officer about using Library funds for some of the cost of the mural. Professional Improvement has \$2,800 left in the Library fund. At this time, there are no plans to use that expenditure. Staff would like to apply between \$1,000 and \$1,500 towards the cost of the mural from the Professional Improvement fund if approved.

REVIEW AND APPROVAL:

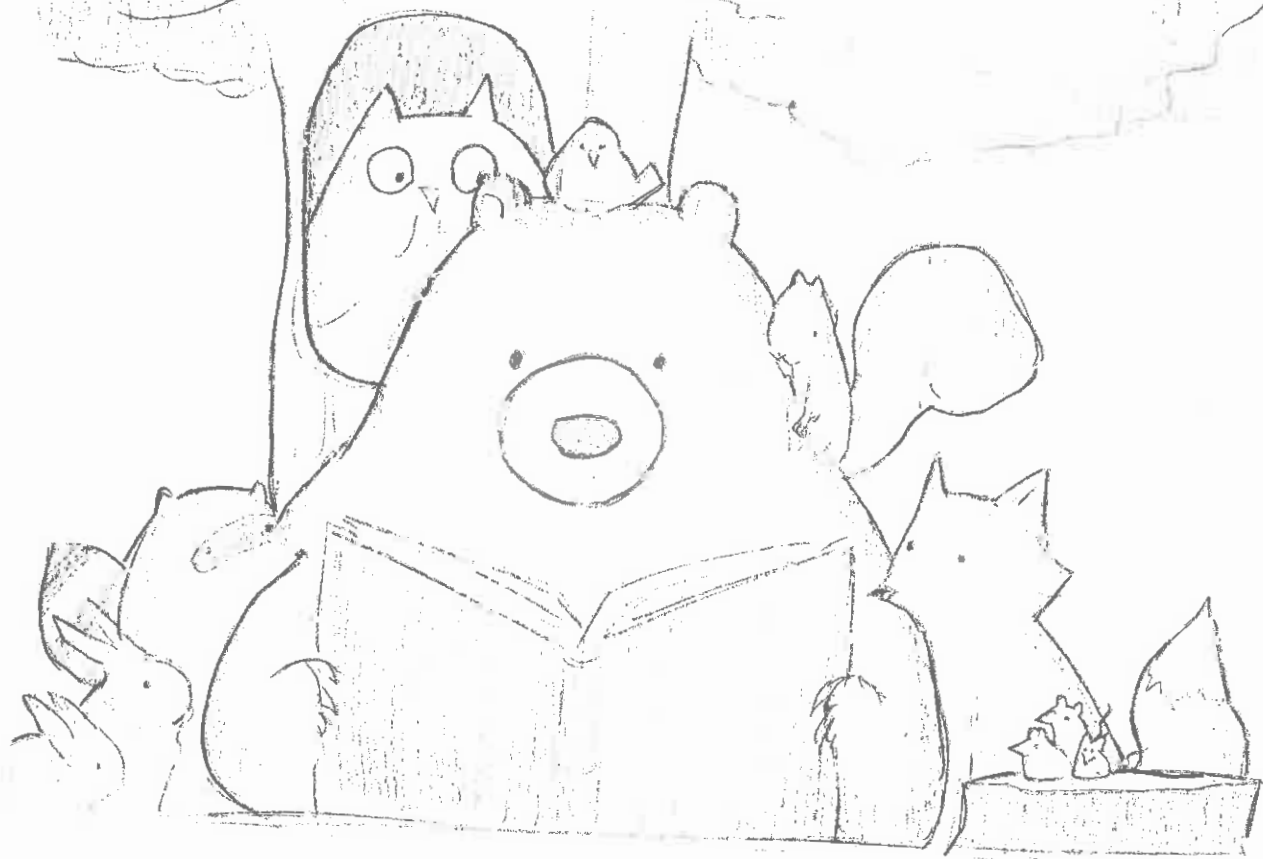
<u>Lori Ross</u>	<u>04/05/2022</u>
Lori Ross	Date
City Recorder	

1.

Option
#1



Option
#2





Citizens Name/Business Name

Address here

Dear Name,

The Harrisburg Library is a great place to be! We've worked hard over the last few years to improve the Library. We've remodeled, and improved the Library layout, added new Library Programs, and expanded materials. Then the pandemic started, and since we've been re-opened, we've struggled to bring back the programs that were approved. We are on our way again, so please watch for added programs!

One of the comments we've heard and seen mentioned frequently, is that citizens in our community don't know where the Library is located. The Library Board started to discuss adding a mural to the outside walls of the Library, to make it more distinctive and easier to find. (We want a little personality on the outside to fit the personality of the inside). This will be a mural that everyone will enjoy and that will bring some attention to our fabulous Library, as well as beautifying the City and its facilities.

Jerry Dame Jr is a local artist who lives in our community. He has agreed to paint the mural for the Library and we would like to raise \$3000 in order to make sure that he is compensated adequately for his generosity, his talent, and his time. We are therefore raising money, to be able to afford this project. We are asking for your tax-deductible monetary donation at this time.

The Library Board will be making a recommendation(s) to the City Council, who will need to approve the design, as well as the location of the mural on the City facility. Our goal is to raise these funds and have the mural painted this summer in time for the 4th of July Parade. Our very own, Miss Oregon, Arielle Freytag, will be there for the unveiling as part of the Harrisburg Festivities.

If we are unable to achieve our goal, all monetary donations will be put in a designated fund until the project can take place. If you have any questions or for more information about this project, please call the Library at (541)995-6949.

Thank you so much for your kind consideration and support,

The Harrisburg Public Library

Cheryl Spangler, Librarian

Amanda Pelkey, Librarian

Quinton Sheridan , Patron

Please make any check contributions out to the City of Harrisburg, with Library Mural Donation written on the information line on your check. You can drop your payment off at the Library, (354 Smith St.), or at City Hall (120 Smith St.), or you can also mail your payment to PO Box 378, Harrisburg, OR 97446. Your copy of your check is your receipt, or more sizeable donations can be receipted for you. Call the Library at 541-995-6949 for more information.

Agenda Bill
Harrisburg City Council
 Harrisburg, Oregon

THE MATTER OF APPROVING THE ADOPTION OF THE 2022-2027 STRATEGIC PLAN REPORT

STAFF REPORT:

Exhibit A: Final Draft of the 2022-2027 Strategic Plan

ACTION: MOTION TO APPROVE THE 2022-2027 STRATEGIC PLAN REPORT

THIS AGENDA BILL IS DESTINED FOR: Agenda – April 12, 2022

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

STAFF RECOMMENDATION:

Staff recommends the City Council approve the Strategic Plan for 2022-2027

BACKGROUND INFORMATION:

The City Council reviewed the Strategic Plan Draft at the work session scheduled for February 22, 2022 and March 8, 2022. The meeting on March 8, 2022 finalized the establishment of the priorities for the 2022-2027 Strategic Plan.

There is at least one objective from each of the 4 main themes established in our Strategic Plan. The City Council has determined that the new priorities are:

- Creating and Advocating for Housing Opportunities
- Developing & Improving Total City Park Land Inventory
- Making Regular and Substantive Improvements to City Streets
- Bringing Community Awareness to Crime Issues in Harrisburg
- Enhancing Outreach to Existing Businesses, while working with Regional Partnerships.
- Update the Capital Improvement Program

The City Council has met on the strategic plan several times since January, but still has the ability to make additional changes if desired. If Council is satisfied with the final version, they can now motion to approve the Draft Strategic Plan for FY 2022-2027.

REVIEW AND APPROVAL:

	04/05/22
Michele Eldridge	Date
City Administrator	

Harrisburg Strategic Plan

FY2022 – FY2027

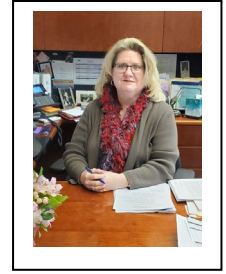


**Prepared by City Staff
January 2022**

City Administrator Message

Mayor and City Council,

I am pleased to present the City of Harrisburg's FY2022 - 2027 five-year Strategic Plan. This plan will serve as a guide to fulfill Harrisburg's mission and vision through a number of goals, objectives and actions. As we discussed and then adopted our five-year plans in both 2020 and 2021, no one foresaw the full and continued impacts of COVID-19 on our City, state, and nation.



City Administrator Michele Eldridge

Everyone had hoped that COVID would be under more control by the end of 2021. However, debate continues to swirl around public and private sector response to COVID-19, and we can now anticipate that the Coronavirus or its variants will continue in 2022 and likely beyond.

There are four overarching themes in the plan, which bring focus to the mission and vision of the city and organize the long-term goals of the plan. The four themes of the plan are:

1. Great Neighborhoods
2. Public Safety
3. Economic Development
4. Efficient Governance

Within each theme are goals, objectives and actions. Most of the goals are intended to last for many years and should only change with shifting community values or new city opportunities or needs. The objectives and actions, however, are dynamic and should be modified to ensure the goals, vision, and mission of the city are being met.

The Strategic Plan fulfills the desires of the Mayor and City Council to be proactive and to plan ahead. The plan is intended to enhance the quality of life for our citizens and patrons, as well as ensuring the city organization is run with efficiency and effectiveness.

A special thanks to the management team involved in the development of this plan. Staff's contributions and expertise are vital. A good Strategic Plan depends on staff, as well as elected officials in both its formation and execution. Ultimately, of course, this plan belongs to the City Council. Their contributions and input are fundamental. It is hoped that the City Council members will frequently review this plan and team together with staff and the public to achieve the vision and mission it embraces.

Michele Eldridge
City Administrator



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”

OUR VALUES

The City of Harrisburg's Strategic Plan is governed by three key elements: our mission, vision, and values. Our Mission Statement reflects the character of our community and is based on the principles of service and commitment. Our Vision Statement honors our history and looks to a promising future to which this Strategic Plan is directed. Our mission and vision are built on the foundation of the following core values, by which our elected officials, employees and volunteers are expected to follow.

Transparent, Open, and Honest Government – This value reflects our most important responsibility to our citizens and customers. Our competence is measured and, in fact, reinforced through active engagement of those we serve. We maintain an organizational reputation for openness, honesty, and integrity.

Public Service – We are public servants. We proactively find solutions to the community's needs. We are accessible, responsive, respectful, consistent, and understanding. We provide assistance beyond our customers' expectations.

Fiscal Responsibility – Proper use of public resources is a trust which we honor and protect. In our management of this trust, we must avoid even the appearance of impropriety. In our management of public funds, we constantly strive for the greatest possible efficiency and effectiveness.

Personal Honesty and Integrity – Each of us demonstrates the highest standards of personal integrity and honesty in our public activities to inspire confidence and trust in our government.

Excellence – Excellence is shown by being creative, professional, innovative, showing initiative, and being committed to our community. In this pursuit, we support continuing education and training for everyone in the organization.

Teamwork – We are a team that supports each other and the community, and we emphasize a high level of trust. We embrace a spirit of teamwork, empowerment, cooperation, collaboration, and community. We operate under the Together Everyone Accomplishes More (T.E.A.M.) concept.

Diverse and Humane Organization – We are an organization that honors diversity and protects individual rights. Open communication, respect for others, compassion, and a sense of humor are essential tools in our organization. We value the cultural and social diversity that is reflected in our community, and we welcome the changes and new perspectives that this diversity brings to us.

Strategic Plan Themes

The Strategic Plan has four main themes that reflect our Mission and Vision Statements: Great Neighborhoods, Public Safety, Economic Development, and Efficient Governance. Specific goals, objectives, and actions related to these four themes will allow the city to achieve its mission and follow the vision of the community.

Each theme includes the City's primary goals under that theme for the foreseeable future. The goals should remain constant over time and only be revised to reflect significant community changes or unanticipated events. A list of measurable objectives with benchmarks helps us track progress towards the goals. Objectives are generally identified to cover the five-year strategic planning period from the date they are adopted. Action items are the steps needed to meet the objective. Many more strategies and action items will be developed throughout the organization to align the entire organization with the goals and objectives identified in this plan.

This Plan is intended as a work in progress. While the mission, vision, values, and goals should remain constant, the objectives and action items will need periodic review and adjustment. We will track progress through regular reporting on the measures, and they will be incorporated into organization and community publications. The annual Budget and Capital Improvement Program will serve as reporting and implementing policy documents, that bear close relationships with the Strategic Plan. The Comprehensive Plan, Transportation System Plan, Water Master Plan, Wastewater Master Plan, Storm Drainage Plan, and Parks Master Plan, and related planning documents also support the Strategic Plan.

The Plan, although adopted near the beginning of the calendar year, depends on the Fiscal Year for its annual progress or implementation. For example, a plan objective identified to be accomplished in 2016 means Fiscal Year 2016-17. (July 1, 2016 – June 30, 2017) The timing of the adoption of the plan allows the City Council to have a mid-year check on how the prior year's plan objectives are progressing, and also assists City staff with preparing the budget to assist with the Council's priorities adopted in the Plan.

Council Priorities

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

Objective Action #	Description
#3	Create & Advocate for a Wide Range of Housing Opportunities while Preserving and Improving Existing Affordable Housing.
#5a & 5c	Develop, Maintain and Improve Total City Park Land Inventory; Apply for Grants and Obtain Development and Facilities Plan
#7	Make Regular and Substantive Improvements to City streets.
#10	Bring Community Awareness to Crime Issues in our City and Work to Create Solutions to Reduce and Prevent Crime
#14	Enhance Outreach to Existing Businesses; Work with Regional Partnerships to Promote Harrisburg Businesses and Economic Development
#21	Update Capital Improvement Program (CIP) and Verify SDC's and other Fee Structures are Still Competitive

I. Great Neighborhoods

Goals:

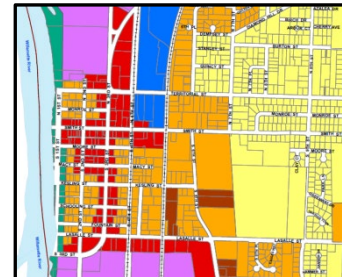
- **Goal 1:** Develop and maintain diverse neighborhoods where citizens will take pride in where they live. Create affordable and/or low-income housing opportunities while preserving and improving existing affordable housing.
- **Goal 2:** Provide diverse recreational, cultural, and educational opportunities for our citizens and visitors.
- **Goal 3:** Provide a functional transportation system that supports all modes of transportation.

Great Neighborhood Objectives:

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

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

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



Zoning Map

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

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

Objective 3: Create and advocate for a wide range of housing opportunities while preserving and improving existing affordable housing.

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

I. Great Neighborhoods

Measures

Objective	Measure	FY2023	FY2024	FY2025	FY2026	FY2027
1	Biennial Review of Zoning/Subdivision Ordinances			X		X
2	Initiate water conservation practices and public education	x	x	x	x	
3a	Work with contractors and developers to allow for flexibility, and to expedite processes wherever possible.	X	Direct Mail	X	X	x
3b	Start marketing our developable residential properties when the water system is closer to completion, with direct mailing to builders' associations, and contractors who are located in our regional area.	x	x	1 st Draft	Annual Marketing	Annual Marketing

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



Harrisburg Library

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

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

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

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

Objective	Measure	FY2023	FY2024	FY2025	FY2026	FY2027
4	New Library Programs	1	1	1	1	1
5.a	Apply for and acquire grants to develop existing and future parklands.		OPRD		OPRD	
5.b	Update Parks Master Plan and Parks SDC's, funded by the OPRD grant.	Complete				
5.c	Obtain development and facilities plan existing parks, making them more accessible.	50%	50%			

I. Great Neighborhoods

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

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

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



4th Street Railroad Project

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

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

Objective 8: Apply for SRTS Grant to Improve the west side of N. 9th St. with curbs, gutters, and sidewalks from Smith St. to Diamond Hill Rd.

Actions: Apply for SRTS Grant in 2022/2023.



9th St. @ Burton, and nearby– 9th & Territorial St. SRTS Project

I. Great Neighborhoods

Objective	Measure	FY2023	FY2024	FY2025	FY2026	FY2027
6.a	Work with Consultant on a new Transportation System Plan.	Hire Consultant	Finish TSP	Begin Implementation	N/A	N/A
6.b	Complete a prioritized project list of needed transportation improvements that address the UGB Expansion and other changing conditions; and update Transportation SDC's.	Project List	Update SDC's	Ongoing Implementation	N/A	N/A
7.a	Repair/Upgrade City Streets to at least a 'C' standard; IAW Cities "Street Assessment Report 2016".	x	x	x	x	x
7.b	Design and Construct a long-term rail/roadway solution with BNSF	Establish	Seek Grants if necessary			
8	Apply for SRTS Grant in 2022/2023	Apply	Develop New Project	Apply		

II. PUBLIC SAFETY

Goals:

- **Goal 1:** Ensure public safety by protecting people and property.
- **Goal 2:** Provide safe and reliable drinking water, sewage disposal and drainage systems.

Public Safety Objectives:

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

Objective 9: Continue participation in FEMA National Flood Insurance Program and consider participation in the Community Rating System (CRS) program. (This program continues to be delayed by the COVID-19 Pandemic) [City Recorder, City Administrator]

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

Objective 10: Bring community awareness to crime issues in our City and work to create solutions to reduce and prevent crime. [City Administrator]

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

Objective	Measure	FY2023	FY2024	FY2025	FY2026	FY2027
9	Consider Applying to the CRS rating program with FEMA	Make Decision	Ongoing if Applicable		x	
10.a	Quarterly Community Crime Prevention Forums; Encourage citizens to do create new Neighborhood Watch program's.	4	4	4	4	4
10.b	Work on Improving/Enhancing Communication, Relations & Accessibility to Law Enforcement Agencies & Programs.	Establish	Update Program	x	Update Program	x

II. PUBLIC SAFETY

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

Objective 11: Design, build, and operate a conventional Water Treatment Plant. [Finance/Deputy Recorder, Public Works]

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



Objective 12: Provide second sanitary sewer crossing beneath the railroad tracks, and add slipline to existing sewer line under the RR Tracks, businesses, and N. 3rd St. [Public Works] City crews repairing sanitary sewer system

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

Objective 13: Design and Replace the main sewer pressure line from City's Main Lift Station to WW Treatment Facility.

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

Objective	Measure	FY2023	FY2024	FY2025	FY2026	FY2027
11	Re-bid/Construct and Operate Water Treatment Facilities	25%	40%	Complete	N/A	N/A
12.a	Finish construction of a pump station to complete the secondary sanitary sewer line	75%	Complete	n/a	N/A	
12.b	Add Slipline to Existing Sewer Line under the RR Tracks, businesses and N. 3 rd St.	10%	10%	10%	10%	10%
13	Design and replace the existing sewer pressure line from City's Main Lift Station to WW Treatment Facility.	10%	10%	10%	10%	10%

III. Economic Development

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

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

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

Economic Development Objectives:

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



Objective 14: Enhance Outreach to existing businesses. Work with regional partnerships to promote Harrisburg businesses and economic development. [City Administrator, City Recorder/Municipal Court Clerk]

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

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

Objective	Measure	FY2023	FY2024	FY2025	FY2026	FY2027
14.a	Coordinate closely with Biz Oregon, OCWCOG, OEDA, MVP and others to reduce development impediments and attract new, desired development	x	x	x	x	x
14.b	Develop marketing program and review/update as needed	Establish	Update		Update	
14.c	Strengthen Main Street Program by holding Quarterly Meetings, Establishing a Strategic Plan Workshop and Developing Innovative Programs and Promotions to attract new customers.	Establish Strategic Plan Workshop & Qtly Meetings	Develop Promotions	Increase Meetings		

III. Economic Development

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

Objective 15: Utilize Urban Renewal dollars to maximize the total investment and redevelopment efforts in Harrisburg's downtown. Continue to increase the assessed value of the Harrisburg redevelopment area by making strategic public investments to spur private investments. [City Administrator, City Recorder/Municipal Court Clerk, Finance Officer/Deputy City Recorder]

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

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

Objective 16: Continue to Preserve Willamette River Water Rights and utilize for possible Economic Development Opportunities. (City Administrator, Public Works)

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

Objective	Measure	FY2023	FY2024	FY2025	FY2026	FY2027
15.a.	Advocate the URD program to outside taxing districts through marketing materials	X	X	X	X	X
15.b	Incorporate funds from ARPA to catalyze Community & Economic Development in the historical downtown and commercial corridor	\$ Remaining	\$ Remaining			
15.c	Review Approved Projects, and Analyze for Expansion or Addition of Projects through a Minor Amendment	Begin Review	Minor Amendment if needed			
16.	Continue to Preserve Willamette River Water Rights and utilize for possible Economic Development opportunities.				Review & Discuss Requirements	Implementation

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

Objective 17: Using RAIN and the Tri-County Chamber of Commerce, work on establishing networking meetings with Harrisburg Businesses on a quarterly basis. Actively meet and collaborate with businesses to evaluate what business owners need from the City to improve/enhance their business.

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

III. Economic Development

Objective 18: Establish resources on the City Website and in City Hall for businesses.

Action: Include links on the City's website to resources from RAIN, and promote entrepreneurship. Market Harrisburg Businesses through social media, website, and bi-annual newsletters and other promotional materials.

Action: Develop a Business Resources Webpage & new Business Packets

Objective	Measure	2023	2024	2025	2026	2027
17	Meet with RAIN & Chamber of Commerce to Establish Networking Sessions in Harrisburg on a Quarterly Basis	Establish	Quarterly	Quarterly	Quarterly	Quarterly
18.a	Send Annual Survey, and Contact Businesses on an annual basis to Actively Collaborate on measures to evaluate business needs	x	x	x	x	X
18.b	Develop Business Resources Webpage, & New Business Packets,	Establish		Update		Update

IV. Efficient Governance

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

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

Efficient Governance Objectives:

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

Objective 19: Ensure transparent financial reporting and budgeting to the community. Maintain annual audit results establishing conformance to requirements and generally accepted accounting principles. [Finance Officer/Deputy City Recorder]

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



Harrisburg City Hall

Objective 20: Investigate and implement new technologies and workplace practices that save time and resources. [All Departments]

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

Objective 21: Update Capital Improvement Program, and Verify SDC's and other Fee Structures are still competitive

Objective	Measure	FY2023	FY2024	FY2025	FY2026	FY2027
19.	Reportable audit findings of noncompliance, increase transparency in operations	None	None	None	None	None
20.	Continue to reduce service delivery costs, and improve effectiveness of current services	Maintain	Maintain	Maintain	Maintain	Maintain
21.	Update Capital Improvement Program and Verify SDC's and other Fee Structures are still competitive in our regional area	Update CIP	Review SDC's & Fees		Review SDC's & Fees	

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

Objective 22: Maintain staff that is well-trained, certified, and given opportunities for growth inside the City organization. [All Departments]

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

IV. Efficient Governance

Objective 23: Perform Compensation Analysis to keep wages consistent for comparably sized or regional Cities to better retain employees. [City Recorder/Municipal Court Clerk]

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

Objective	Measure	FY2023	FY2024	FY2025	FY2026	FY2027
22.	Maintain certifications for employees	19	20	20	20	20
23.a	RFP/IGA with an agency for Compensation/Wage Analysis Services	n/a	100% for FY 24/25	n/a	n/a	100% for FY 27/28
23.b	Determine a cost-of-living figure to apply to wages in years without a compensation analysis	Configure COLI		Configure COLI	Configure COLI	

Agenda Bill

Harrisburg City Council

Harrisburg, Oregon

THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE A PUBLIC EVENT PERMIT AND TEMPORARY SPECIAL EVENT LIQUOR LICENSE FOR THE TASTE OF TRI-COUNTY AND BUSINESS EXPO EVENT WITH CONDITIONS OF APPROVAL

STAFF REPORT:

Exhibit A: Public Event Application

ACTION: MOTION TO AUTHORIZE THE CITY ADMINISTRATOR TO APPROVE THE PUBLIC EVENT PERMIT AND TEMPORARY SPECIAL EVENT LIQUOR LICENSE, FOR THE TASTE OF TRI-COUNTY AND BUSINESS EXPO EVENT WITH CONDITIONS OF APPROVAL AS PRESENTED

THIS AGENDA BILL IS DESTINED FOR: Agenda – April 12, 2022

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

STAFF RECOMMENDATION:

Staff recommends the City Council authorize the City Administrator to approve the Public Event and temporary liquor license permit for the Tri-County Chamber Taste of Tri-County and Business Expo event planned for May 12, 2022.

BACKGROUND INFORMATION:

Harrisburg Municipal Code (HMC) Chapter 9.52 requires a Public Event Permit for any event that garners more than 100 participants or attendees, or if an event is required to obtain a permit from Linn County. Unlike the Old-Fashioned 4th of July, this is a new event, and therefore, notices (**Exhibit A, Page 9 & 10**) have been sent to those residences located within 300' of the event venue, as required by the ordinance standards. You'll find the permit application in its entirety in **Exhibit A**. Please note that attendance by the public is free for this event.

HMC 9.52 states that it is the City Administrator who authorizes and approves all public event permits. However, in this case, the event chair for the Taste of Tri-County and Business Expo is also the City Administrator. Therefore, the City Council is being asked to authorize the City Administrator to approve the event permit so that there are no conflicts of interest by the City Administrator approving their own event permit, without someone else in authority reviewing the event permit in its entirety. Even though this is

a relatively small event, it is the first time it will be held in Harrisburg, and therefore, important for it to be reviewed by the City Council.

The City Council has also authorized the City Administrator to approve the issuance of any temporary liquor license required by an event permit. Therefore, the City Council is also being asked to authorize the City Administrator to approve the temporary liquor license for this event. The OLCC has already provisionally approved the permit for this event; to date, only one winery has signed up. We do at least one more winery, and possibly a brewery to join us in the future.

The criteria below represent the information that the City Administrator must consider when approving the permit. The permit was completed more than 30 days in advance of the event itself, as required by HMC 9.52.

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

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

Findings: The event will have some noise, due to announcements made during the event, and the presence of a jazz band in the early evening. Because of the timeframe involved, the event shouldn't generate any high levels of noise that would be disturbing to area residents. The closest residents serve on the Fire Board, and are already aware of the event, and the other is a former Chamber member who plans on attending the event.

The City Administrator finds that the level of noise from this event is not excessive due to the hours of the event, and the type of noise generated. This criterion has been met.

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

Findings: The event is being held in a paved area, with paved parking areas surrounding it. **The City Administrator finds that excess dust will not be generated for this event. This criterion has been met.**

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

Findings: The event will generate lower levels of trash, most of which will be disposed of on site. The City will also provide trash barrels for overflow, and recycling barrels. **The City Administrator finds that this criterion has been met.**

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

Findings: Restrooms are onsite, and the City restrooms at the museum are adjacent to the event site and will be available.

Wineries, and breweries are required to have their own OLCC licensing for this event. Event monitors are available, regardless of any additional OLCC requirements. The event is held in a space that is fenced in, and therefore, well regulated.

The City Administrator finds that the provisions to follow safety requirements are in place. This criterion has been met.

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

Findings: A site plan (**Exhibit A, Page 5**) is included with the permit, showing that there are multiple areas nearby with parking spots that can be used by attendees. In addition, Harrisburg Christian Church has many spaces, and the Harrisburg Plaza is an equidistance away. Area streets surrounding the event area also have parking spots that can accommodate attendees. Emergency Access is provided by the adjacent Fire District vehicles and emergency services. Roadways will not be blocked, and therefore allow for ambulance access, if needed. Sanitary facilities that are on-site and adjacent should be sufficient for this use. Setbacks are sufficient for the fire station, and therefore, are not increased for this type of use. Potable water is available from the City of Harrisburg. There is no overnight camping generated by this event. **The City Administrator therefore finds that this criterion has been met.**

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

Findings: The Chamber of Commerce typically has around 150-250 people attending during this event in the past and expects those same numbers. The event is also short in nature, and therefore any impact should be limited as well. It's anticipated that the busiest times will be after 5:00pm. **The City Administrator therefore finds that this criterion is met.**

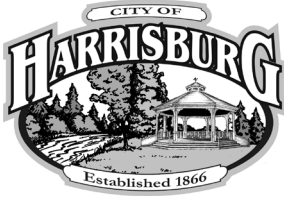
h. Plans for signage.

Findings: Only a few signs will be put out for this event and are not intrusive for the neighborhood. This includes an event banner, yard signs, and sidewalk signs. ADA access will be maintained, regardless of location of any signs. **Therefore, the City Administrator finds this criterion has been met.**

As shown by the findings above, this event is compliant with the standards of HMC 9.52, and therefore the City Administrator is recommending that the City Council authorize the City Administrator to approve the issuance of the public event permit, and temporary liquor license.

REVIEW AND APPROVAL:

Michele Eldridge 04.05.22
City Administrator Date



Public Event Permit

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

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

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

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

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

Date of Application: March 20, 2022

Applicant: Name: Rhonda Giles c/o Tri-County Chamber of Commerce

Mailing Address: 341 W. 6th St., Junction City, OR 97448

Phone Number: (w)541-998-6154 (c) 541-554-8843

Email: director@tri-countychamber.com

Organizer: Name: Michele Eldridge, Taste of Tri-County Committee Chairperson

Mailing Address: PO Box 96, Monroe, OR 97456

Phone Number: (h) 541-847-5783 (c) 541-554-5435

Email: cheleeldridge@gmail.com

Main Contact: Name: Rhonda Giles or Michele Eldridge

Address: _____

Phone Number: (h) _____ (c) _____

Email: _____

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

Name: Harrisburg Fire/Rescue District c/o Chief Bart Griffith
 Address: 440 Smith St., Harrisburg
 Phone Number: (w) 541-995-6412
 Email: bgriff@harrisburgfire.org

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

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

440 Smith St. The Fire Station is quite large. The Business Expo and wineries will be inside the building, but some of it can spill out the back side to the fenced in area. The back area will hold tables for eating, as well as food trucks and/or vendors. The band will play in the front area near the accordion doors.

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

May 12, 3:00pm to 8:00pm. Set up can start as early as 8:00am, and take down will likely be 9:00 to 10:00pm.

How many people do you expect to attend this event? 100 to 250

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

Businesses will have 6' tables, with up to 2 chairs per table. There is room for 30 to 40 businesses. Wineries/breweries will likely number 2-3, plus 2 restaurants, and up to 2 food carts. There will be an area in which Oregon RAIN will provide at least 2 seminars and will be there to help assist questions about start-ups and entrepreneurship. Small standup only cocktail tables will be located inside around the edges, and larger tables will be on the south inside the fenced in area. Trash barrels will be provided by the City, along with at least one recycling center. There shouldn't be any dust created by the event. The wineries/Chamber will be providing OLCC licensing, and the Chamber of Commerce will also have monitors on hand. Wine/beer will not be allowed outside the accordion doors but is allowed inside the fenced in area in the back of the station. Tables will be set along the drain lines for the station inside.

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

Both the City of Harrisburg, and the Fire District, have been named as additional insureds on a certificate of liability, which is attached. Coverage is \$2 million per occurrence, and \$4 million general aggregate.

Noise: Will this event include noise that may impact neighboring properties, including information on any amplified sound? ☒ Yes ☐ No. If yes, please describe what kind of noise or amplified sound you are providing, and the hours of such operations:

General announcements will be made per a sound system throughout the day. A jazz band will also be playing, and might be rather loud. Timeframe is likely around the dinner hour. Residences are located across the street, and behind the fire station.

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

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

X A Traffic Plan, including emergency access routes: *Traffic will use the same streets surrounding the Fire Station: Fire Trucks will be parked in front of the old fire station, with immediate emergency access.*

X Proposed parking areas: *There are approximately 45 parking spaces in adjacent public parking lots, which include the fire station, museum, and HART Center. Harrisburg Christian Church is within a block of this location, and city streets are also available. Less than a block away is additional parking at the industrial businesses to the north.*

X Setbacks from adjoining properties – *same as the Fire Station*

X Location and quantity of proposed sanitary facilities – *Indoor Facilities at the fire station; outdoor restroom available at the museum as well.*

X Source(s) and location of potable water – *City water system*

X Any proposed overnight camping area - *None*

X Location and plans for proposed signage for the event – *Sidewalk signs will be located at the corner of 3rd & Smith St. with arrows. There will also be sidewalk signs in front of the station.*

X Location and number of garbage cans and recycling containers, and a plan for how waste generated by your event will be disposed of - *2 garbage barrels will be on-hand, and 1 recycling barrel. Waste will likely go into the fire station dumpster, but excess can be hauled off as well.*

X If dust will be generated by this event; please provide a plan showing how you will contain it. – *N/A*

You are required to provide a valid copy of all necessary licenses required by the state, or local health authorities. Please list applicable licenses provided: *OLCC has approved a special event license for this event, but wineries and breweries are also individually licensed through OLCC as well.*

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

Applicant Signature: *Rhonda Giles*

Date: *March 20, 2022*

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

Application Review: The City Administrator shall review the application for completeness. Each reviewing authority shall review the application, and determines whether the application contains sufficient information to show that the applicant can comply with the requirements of HMC 9.52. (Reviewing authorities means any government official designated by the City Council to review an application for a permit to conduct a public event. It can also include, but is not limited to the City Administrator, the Public Works Director, the Chief of Harrisburg Fire and Rescue, and the Linn County Sheriff or his/her designee).

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

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

The City Administrator can deny the application if:

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

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

Office Staff Use Only:

To be verified with applicant:

- ☒ Temporary Liquor License needed
- ☒ Noise Permit protocol needed
- ☐ Dance Permit required








Date Rec:

Review Complete:

Harrisburg Fire Station

Taste of Tri-County and Business Expo!

Legend

-  American Market
-  Harrisburg Christian Church
-  Harrisburg City Library
-  Harrisburg Fire Dept
-  Harrisburg Middle School
-  Linn County Justice Courts
-  Or-Cal Inc

3.

PARKING

STREET PARKING

STREET PARKING

Entrance

FIRE TRUCKS

PARKING

PARKING

FENCED OUTDOOR AREA

Food Trucks & Tables

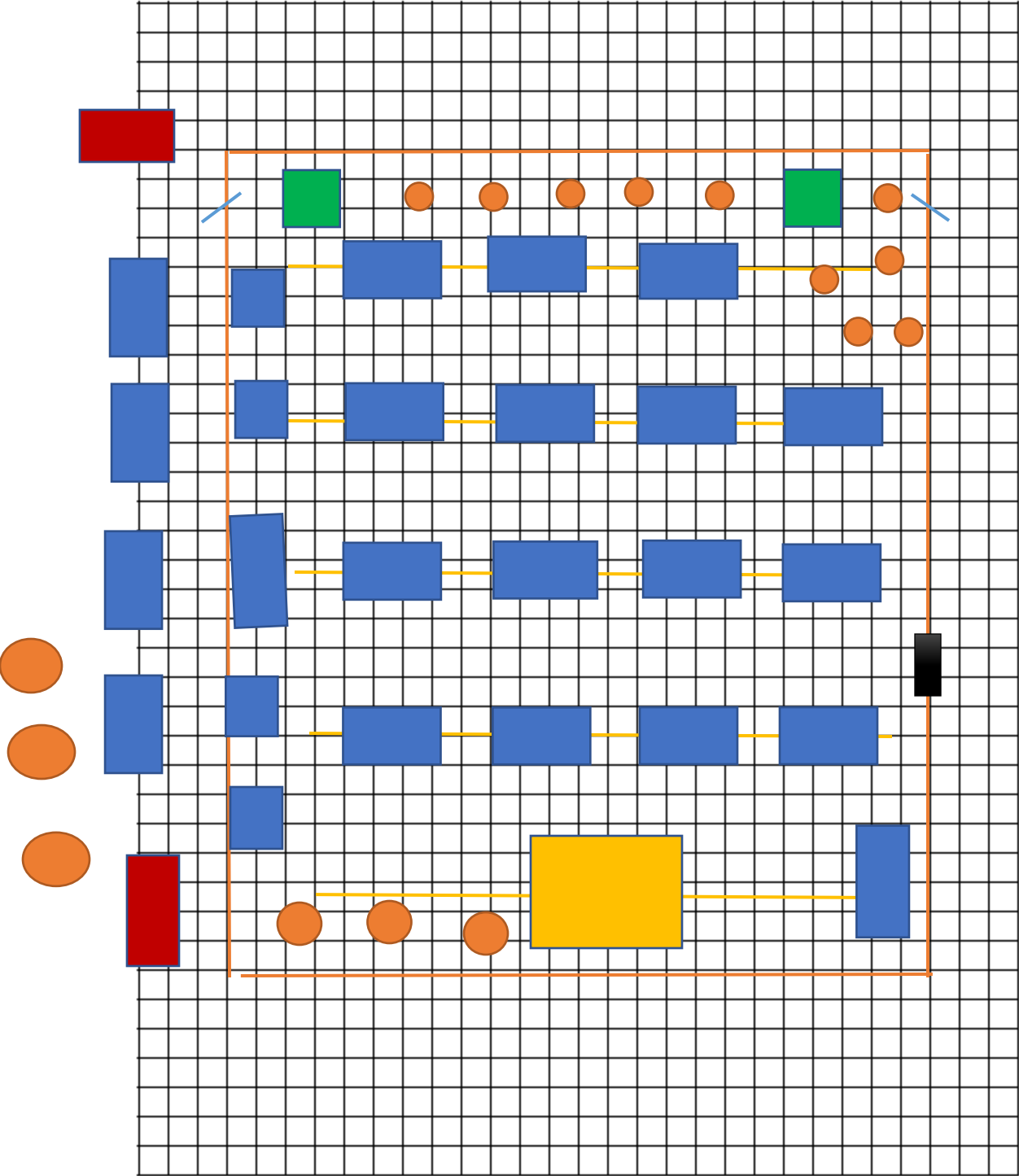
STREET PARKING

PARKING

Google Earth

300 ft

Page 36



Free Plain Graph Paper from <http://incompetech.com/graphpaper/plain/>




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/06/2022

3.

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

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

PRODUCER  Dave Zech Insurance Agency, Inc. 321 Holly St Junction City, OR 97448	CONTACT NAME: Dave Zech	
	PHONE (A/C, No, Ext): 541-998-8034	FAX (A/C, No): 541-998-2712
	E-MAIL ADDRESS: dave@davezech.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: State Farm Fire and Casualty Company	25143
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
						MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 4,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COM/OP AGG \$ 4,000,000
	OTHER:					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/>	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event: Taste of Tri County and Business Expo Event
When: May 12th, 2022, 3:00pm-8:00pm**CERTIFICATE HOLDER**City of Harrisburg
120 Smith St
P.O. Box 378
Harrisburg, OR 97446**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

Jasmin Garner, select staff




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/06/2022

3.

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

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

PRODUCER  State Farm Dave Zech Insurance Agency, Inc. 321 Holly St Junction City, OR 97448	CONTACT NAME: Dave Zech PHONE (A/C, No, Ext): 541-998-8034 FAX (A/C, No): 541-998-2712 E-MAIL ADDRESS: dave@davezech.com
	INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Tri County Chamber of Commerce 341 W 6th Ave Junction City, OR 97448	NAIC # 25143

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

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	97-CM-W880-2	11/25/2021	11/25/2022
	EACH OCCURRENCE \$ 2,000,000					
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000					
	MED EXP (Any one person) \$ 10,000					
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					PERSONAL & ADV INJURY \$ 2,000,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>					GENERAL AGGREGATE \$ 4,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PRODUCTS - COM/PROP AGG \$ 4,000,000
						COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						EACH OCCURRENCE \$
						AGGREGATE \$
						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event: Taste of Tri County and Business Expo Event
When: May 12th, 2022, 3:00pm-8:00pm**CERTIFICATE HOLDER**Harrisburg Fire Rescue Distric
440 Smith St
Harrisburg, OR 97446**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

Jasmin Garner, select staff



NOTICE OF PUBLIC EVENT PERMIT APPLICATION

Public Comment Requested

CASE: Taste of Tri-County Chamber Business Expo – May 12, 2022

SITE LOCATION

The event is being held at the Harrisburg Fire Station, located at 440 Smith St on Thursday, May 12th, from 3pm to 8pm. Parking will be at the museum, the City Parking Lot, on City Streets, at BN Park, and some overflow parking might be at the Harrisburg Christian Church or at the Harrisburg Elementary/Middle School.

APPLICANT

Rhonda Giles on behalf of the
Tri-County Chamber of Commerce
341 W. 6th St.
Junction City, OR 97448

REQUEST:

30 - 40 businesses, including 2-3 wineries/breweries, 1-2 restaurants, and food trucks will be in the interior of the fire station, as well as outside the back fenced in area behind the station. A jazz band will be playing for most of the event, which will be located near/next to the accordion doors at the Smith St. side of the building.

WHOM TO CONTACT FOR MORE INFORMATION:

Michele Eldridge, City Administrator, at (541) 995-2200, or meldridge@ci.harrisburg.or.us

Lori Ross, City Recorder/Municipal Court Clerk, at 541-995-6655, or lross@ci.harrisburg.or.us.

Mailing Address: City of Harrisburg, PO Box 378, Harrisburg, OR 97446; Office Location: City Hall, 120 Smith Street

PUBLIC COMMENT PROCESS

Conditions of Approval are required for this event and are attached. If you wish to comment on the proposal, you may provide written comment to the City Administrator. **Comments must be received by Monday, April 4, 2022.**

DECISION:

The City Administrator's decision will be final unless appealed to the City Council. Appeals to the City Council must be submitted to the City Administrator, consistent with the provisions in HMC 9.52.120.

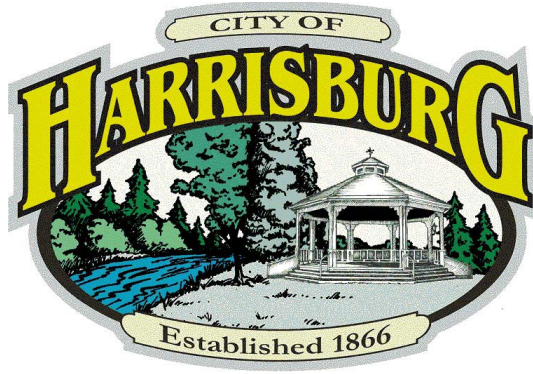
DECISION-MAKING CRITERIA:

The City Administrator will evaluate this request based on specific review criteria from the Harrisburg Municipal Code (HMC) Chapter 9.52.

Citizens are encouraged to become familiar with the applications and applicable review criteria. All documents associated with the request may be reviewed at City Hall without charge; or, copies will be provided upon request at a charge. The Municipal Code is available at (<http://www.codepublishing.com/or/harrisburg/>). The City of Harrisburg does not discriminate against individuals with disabilities and is an Equal Opportunity Provider.

THE CITY OF HARRISBURG ENCOURAGES YOU TO NOTIFY YOUR NEIGHBORS AND OTHER PERSONS YOU BELIEVE WOULD BE AFFECTED BY THIS EVENT.

Post: March 21, 2022



PUBLIC EVENT PERMIT

CONDITIONS OF APPROVAL

The following conditions of approval are for the Tri-County Chamber of Commerce 2022 Public Event – Permit #2022-1

1. **Consistency with Plans** – The public event shall comply with the plans and narrative in the application, except as modified by this approval.
2. **Non-City Property Consent** – The applicant is responsible for obtaining consent to use any property not owned and controlled by the City.
3. **Parking Areas** – Parking is at the Museum/Fire Station Parking Lot, at the City parking lot, on City Streets, and with overflow at the Harrisburg Christian Church. More people will likely be attending in the early evening times, with more parking available at the elementary/middle school area during a time when it's not being used.
4. **Compliance with Other Agency Permits** – The applicant shall comply with all permits, licenses, etc. and any conditions related thereto obtained for this Public Event, from state regulatory agencies.
5. **Trash & Debris** – The applicant shall be responsible to ensure any trash and debris is removed from the streets and any publicly owned land after the event.
6. **Amplified Noise** – The applicant shall not allow to be played any amplified noise prior to 2:00 pm or after 9:00 pm on May 12, 2022.
7. **Dust** – The applicant shall not do any activity that causes or creates unreasonable amounts of dust to travel from the event site to neighboring properties.

Agenda Bill

Harrisburg City Council

Harrisburg, Oregon

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

STAFF REPORT:

Exhibit A: Proclamation for April 2022

ACTION: THE MAYOR OR HIS DESIGNEE WILL READ THE PROCLAMATION ALOUD THAT WILL PROCLAIM APRIL 2022 AS CHILD ABUSE PREVENTION AND AWARENESS MONTH IN HARRISBURG

THIS AGENDA BILL IS DESTINED FOR: Agenda – April 12, 2022

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

STAFF RECOMMENDATION:

Staff recommends the Mayor Proclaim April 2022 as Child Abuse Prevention and Awareness Month.

BACKGROUND INFORMATION:

The City of Harrisburg participates in the Linn County Child Abuse Network, or CAN efforts, on an annual basis. The blue pinwheels are available at the Gazebo, the Library and City Hall, to encourage people to be aware of, and to prevent, Child Abuse.

The Mayor or his designee will read the Proclamation that April 2022 is the Child Abuse Prevention and Awareness Month.

REVIEW AND APPROVAL:

Lori Ross

04/05/22

Lori Ross

Date

City Recorder

PROCLAMATION**April, 2022 “Child Abuse Prevention and Awareness Month”**

WHEREAS, Children are valued in Linn County and should live in a safe, healthy home; and

WHEREAS, Based on the latest data available in the most recent reports from the State of Oregon and Our Children Oregon, 16.4% of Linn County children 0-17 were living in poverty, 18.6% (2018) were food insecure and 4.7% (2019-20) students lacked stable housing; and

WHEREAS, Preventing child abuse and neglect is a community value that depends on the involvement of people community wide in order to provide access to the resources needed for safe, healthy living; and

WHEREAS, Child abuse and neglect not only directly harms children, but also increases the likelihood of health problems, poor education performance, substance abuse and early pregnancy. These problems can compound themselves as the child becomes an adult. Abuse and neglect are far reaching with no social economic group immune and children of all races and ethnicities are victims. Child abuse is a total community problem affecting all levels of society; and

WHEREAS, For all counites combined, there were 535 substantiated cases of child abuse and neglect in 2020, 48.5% of those children were six or younger with nearly 11% less than one year old. And

WHEREAS, During 2020, there were 16 Oregon children who died from causes related to familial/caregiver abuse and/or neglect; 13 of those who died were five years old or younger with 9 of these 16 being less than one year old; and

WHEREAS, The prevention of child abuse needs to be addressed by the entire community; and now, therefore, the City of Harrisburg proclaims April, 2022 as “Child Abuse Prevention and Awareness Month” throughout Linn County and calls upon all citizens, community agencies, religious organizations, medical facilities and businesses to increase their participation in efforts to support children and their families in living safe and healthy lives, therefore, helping to preventing child abuse and neglect.

IN WITNESS WHEREOF, we have set our hands and caused the seal of the City of Harrisburg to be affixed this date of April 12, 2022.

Robert Duncan, Mayor

City Recorder

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

5.

THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: Harrisburg City Council Minutes for January 11, 2022

Exhibit B: Harrisburg City Council Minutes for January 25, 2022

Exhibit C: Payment Approval Report for March 2022

Exhibit D: Library Board Minutes for March 10, 2022

Exhibit E: Municipal Court Collections Report March 2022

Exhibit F: Municipal Court Citation Report March 2022

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

- 1. Harrisburg City Council Minutes for January 11 and
January 25, 2022**
 - 2. The Payment Approval Report for March 2022**
-

THIS AGENDA BILL IS DESTINED FOR: Consent Agenda –April 12, 2022

STAFF RECOMMENDATION:

Staff recommends the City Council approve the consent list.

Building Permits:

March 2022:	Submitted: 15
	Issued: 12
New Homes:	1

Valuation: \$220,000

2022 YTD Valuation: \$470,000

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

Business Licenses Issued:

- Ogden Auto Care located at 234 S 3rd St. Owner is Daniel Ogden
- PC Pressure Washing LLC (Home Occupational) located at 885 Sommerville Lp. Owner is Patrick Hill

Harrisburg Municipal Court:

- Collection Report for the month of March is \$6016.78 **(EXHIBIT E)**.
- There were 11 traffic citations issued for the month of March for a total of 15 offenses **(EXHIBIT F)**. There were 3 criminal citations for a total of 4 offenses including DUII-Drugs; Reckless Driving; Driving While Suspended Misdemeanor and Criminal Trespass II. These defendants will appear in court April 13, 2022 and May 11, 2022.

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

Harrisburg and HRA Budget Committee Chairperson: Raande Loshbaugh

The Harrisburg and HRA Budget Committee did not meet in the month of March.

Next Scheduled Meeting: May 16, 2022

Library Board: Chairperson: Kristi Prozialeck

The Library Board met March 10, 2022 and those minutes are attached.

Next Scheduled Meeting: May 12, 2022

Personnel Committee: Chairperson; Kimberly Downey

The Personnel Committee met on February 23, 2022 and those minutes are not yet available.

Next Scheduled Meeting: TBD

Planning Commission: Chairperson; Todd Culver

The Planning Commission did not meet in the month of March.

Next Scheduled Meeting: April 19, 2022

REVIEW AND APPROVAL:

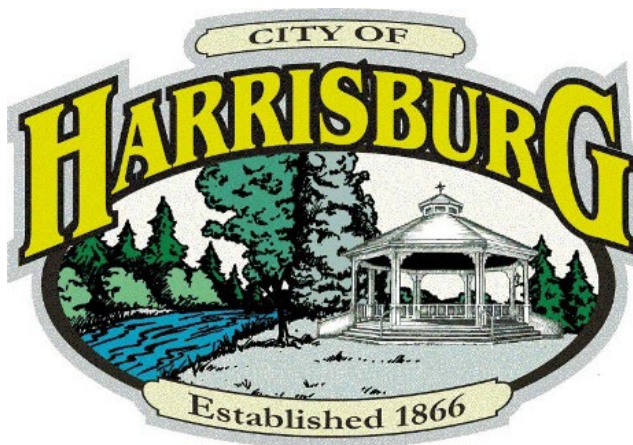
Lori Ross

04/05/2022

Lori Ross

Date

City Recorder



City Council Business Meeting Minutes January 11, 2022

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

CALL TO ORDER AND ROLL CALL by Council President Mike Caughey, sitting in for Mayor Robert Duncan, at the hour of 6:31pm.

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

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

STAFF REPORT: Sergeant Frambes reviewed the December 2021 report as shown in Exhibit A. He stated there were lots of thefts, a resident burglary and four stolen vehicles. He felt the individuals were coming from the Eugene or Junction City area.

- Eldridge asked about the graffiti on the 200 block of Moore St and if it was gang related. Sergeant Frambes replied that it was not, and he thinks it could be young kids due to the bad spelling.
- Eldridge commented on the alarm calls stating there were 37 between Isovolta and Gridiron and felt it was taking time away from the deputies. Sergeant Frambes replied that he thinks it's a carrier issue with the cell towers, but they have to respond to any calls.

THE MATTER OF REVIEWING A MEMORANDUM PROVIDED BY DEPUTY CITY ATTORNEY CATHERINE PRATT, AND CONSIDERING ADOPTION OF PROPOSED ORDINANCE NO. 981, "A SPECIAL ORDINANCE RELATING TO AN AMENDMENT TO THE HARRISBURG MUNICIPAL CODE TO CONFORM TO LEGISLATION FROM THE OREGON LEGISLATURE FROM THE OREGON LEGISLATURE'S 2021 REGULAR SESSION."

STAFF REPORT: Eldridge informed Council that she had our City Attorney review our current code in relation to the legislation updates and this report is a list of laws that impact Harrisburg.

January 11, 2022

- HB 2006-Emergency Shelters: Council felt it was unlikely to happen in Harrisburg and to do nothing at this point. Eldridge will draft something later if she thought it was appropriate and present to Council if needed.
- HB 3115-Local Home Ordinance: Eldridge stated we have this code now, and it will be amended in the future.
- HB 3109-Childcare Facility: Eldridge stated that she asked John Hitt, City Contractor, to look at this HB to make sure we incorporate the newest update in our development code.
- HB 2918-Surplus Land Reporting for Affordable Housing: The City has no surplus land that could be used for this purpose.
- HB 2180-Capacity Required in New Construction: Eldridge stated that she would ask Hitt which type of buildings should trigger electric service capacity requirements.
- HB 2560-Electronic Participation in Public Meetings: Eldridge stated that we have already budgeted to make improvements.
- SB 493-Prevailing Wage Rate Determinations: Scholz stated that the City already follows the law, and it won't affect our process.
- HB 2740-Agent Compensation Formula: Eldridge stated that 34% of our shared revenue for liquor would go towards this HB which started in January. Nelson will keep an eye on revenue to see if it goes down.
- HB 3055-Omnibus Legislation: Eldridge stated that this ordinance needs to be updated and that the City follows states laws when dealing with public contractors.
- HB 3082- Compleitive Bid Threshold Increase for Construction Services -Eldridge stated that we will be updating this ordinance.
- Eldridge informed council that we will no longer need to create a resolution when adopting State Revenue Sharing. It will be handled online.
 - Downey **motioned to approve Ordinance No. 981, "A Special Ordinance relating to an amendment to the Harrisburg Municipal Code to conform to legislation from the Oregon Legislature's 2021 Regular Session and was seconded by Thomas. The City Council then voted unanimously to approve Ordinance No. 981. "A Special Ordinance relating to an amendment to the Harrisburg Municipal Code to conform to legislation from the Oregon Legislature's 2021 Regular Session.**

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

STAFF REPORT: Eldridge introduced Kelsey Zlevor and Colin McArthur from Cameron McCarthy Landscape Architecture & Planning. McArthur stated they are three months into the project, and they need to be done by the end of the fiscal year. Zlevor presented a slide presentation as shown in **Addendum 1.**

- McArthur commented that the City should look at renaming the 100 Acre Park.
- Caughey asked where Tadpole Park was located and Scholz replied it was on Territorial between 9th and 10th St.
- McArthur informed Council that they will be sending out a survey asking residents about any challenges or barriers with our current parks or if there is something we are missing.
- Downey commented that she hears people asking about dog parks and that she misses not having any trails to ride a bike or use a stroller.
- Thomas is interested in sport facilities like soccer or baseball and Downey stated she would like outdoor exercise stations.

January 11, 2022

- Zlevor asked about community outreach and if there is anyone Council could recommend, they speak with. Council recommended Eagle Athletics, Veterans Groups, or any private group. Cameron McCarthy is hoping to have an open house event in the spring and a final plan by June 2022.

THE MATTER OF NOMINATING A PRIMARY AND ALTERNATE MEMBER TO THE OREGON CASCADES WEST COUNCIL OF GOVERNMENTS COMMISSION ON TRANSPORTATION (CWACT)

STAFF REPORT: Keaton volunteered himself as the primary member and Eldridge volunteered to be an alternate.

- Keaton **motioned to appoint himself as the primary member and Eldridge as the alternate member to serve on the CWACT Full Commission and was seconded by Downey. City Council then voted unanimously to appoint Keaton as the primary member and Eldridge as the alternate member to serve on the CWACT Full Commission.**

THE MATTER OF REVIEWING THE DRAFT FY 2022/2027 STRATEGIC PLAN

STAFF REPORT: Eldridge informed Council they can make a decision to keep the current plan in place or modify it. She reviewed the FY 2021-2022 Strategic Plan commenting there were some improvements from the previous year and areas that are still in progress. Eldridge stated she is looking at July 30th to have the Zoning Ordinance completed due to the legislative changes. She mentioned that the objectives in each section are the work plan with the priorities on page 81 as being the most important to Council.

- Thomas stated that last year the need for housing was brought up and wanted to know where that fits into the plan. Eldridge replied she could add it as an objective to work on housing projects. The Council agreed to have it included.
- Eldridge then updated the Council with the status of Woodhill Crossings stating the City has not been notified that the project wasn't happening by the applicant, but there is still time for someone to pick up the project. She will follow up on Shadowood also which expires in March.
- Thomas stated there is plenty of low-income housing but there needs to be a place for residents to upgrade to a bigger home.
- Eldridge asked Scholz the status of Diamond Hill Rd from 7th and 9th. He replied that it's been completed and signed off. He is still working on the punch list for downtown. If they don't complete it, the City can hire another contractor to finish the project and the City can bill it back to them.
- Caughey asked Scholz about the definition of a slip line and Scholz informed him a slip line was being used for the sewer crossover on 4th street that goes under the tracks and creates a strong setup that lasts. It essentially inserts a lining inside a current pipe.
- Keaton asked if it was useful to have "ongoing" as a definition as shown in 11b. Downey thought it was important to keep it 11b (Establish Neighborhood Watch) in the plan because it's important to the community but agreed with Keaton that it should say established once it is. Downey's goal was to have it completed by 2024.
- Scholz said he would have an update on the design of the water treatment plant at the next meeting.
- Keaton asked what 10% completed meant for objective 12 to 14 and Scholz said it was 10% more completion of a large ongoing project.
- Downey commented on the Economic Development Goal 1, stating that goal is what the City does and on Goal 2; Maintain HRA and Expand, we already did. Eldridge replied that it was left on the plan by former City Administrator, John Hitt because he felt he could talk

January 11, 2022

the agencies into doing more expansion in the future. Downey thought it should be listed under measuring goals. Eldridge agreed and that she would change the goals for Economic Development.

- Scholz stated the Strategic Plan is the goal for the City Council. Council should tell staff how they want it made. He felt we were getting away from the direction that council set years ago. Downey stated that the Economic Development section is not geared towards business any longer. Caughey suggested tabling the Strategic Plan for another meeting and asked Council to make notes for what they would like to see. Keaton added that he thought it was getting too specific in the details.
- Eldridge asked about goal 18c and if that was something Council wanted to use for HRA? Downey commented that she thinks it needs to be discussed at another meeting.
- Caughey commented that job descriptions don't belong in the plan. Keaton agreed it was a list of everyday duties for city staff.

No further discussion at this time.

THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

- Thomas **motioned to approve the consent list and was seconded by Downey. City Council then voted unanimously to approve the consent list. A motion to approve the consent list approved the following:**
 - Harrisburg City Council Minutes for October 12 and October 26, 2021
 - The Payment Approval Report for December 2021

CITY ADMINISTRATORS VERBAL REPORT

1. **BN Railroad:** Eldridge stated there is a meeting on Thursday. She will report back to Council with an update.
2. **Reader Board:** Eldridge stated that we are moving the reader board by the water tank. There will be two signs that can be seen going both directions. She should be getting a quote in the next few days for two different designs.
3. **Rectangular Random Flashing Beacon (RRFB):** Scholz stated that the RRFB hopefully will be going in with the ADA work that ODOT is doing on 3rd Street. Council asked for the location and Scholz replied on Smith St by Subway.
4. **Butterfly Gardens/Woodhill:** Eldridge is still working on trying to get housing into town.
5. **Discussions for next meeting:** Building Permit fees will be revised and brought to the next meeting as well as Law Enforcement will be discussed with the final Ad-Hoc Committee being held on the 13th.

OTHER ITEMS: None

ADJOURN. The City Council meeting adjourned at the hour of 8:39pm and was followed by the HRA Board Meeting

Mayor

City Recorder



City Council Work Session Minutes January 25, 2022

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

CALL TO ORDER AND ROLL CALL by Council President, Mike Caughey sitting in for Mayor Robert Duncan, at the hour of 6:31pm

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

THE MATTER OF REVIEWING THE RESULTS OF THE AD-HOC COMMITTEE FINDINGS, THE LAW ENFORCEMENT SURVEY, AND DETERMINING LAW ENFORCEMENT OPTIONS FOR THE NEXT BUDGET YEAR FOR THE CITY OF HARRISBURG

STAFF REPORT: Eldridge stated that having our own Police Department would be difficult but not impossible. She discussed the results of the Law Enforcement Survey as shown on page 24 of the agenda and the Annual Crime Comparisons as shown on page 29 commenting that there was very little difference in crime between 2018 and 2021. Eldridge explained that she is now able to look at the hour crimes are being committed and noted that most thefts happen on a Wednesday between 1pm and 3pm.

Eldridge commented that at the final Ad-Hoc Committee meeting, it was decided the information gathered should go to Council and stated that both LCSO and Coburg Police Department contracts end this fiscal year. At this time, the City does not know what the hourly rate increase for the next fiscal year will be, but she pointed out the graph on page 5 of the agenda that shows the current contract amounts with LCSO and Coburg and the amounts with an estimated 5% increase.

Eldridge asked Council if they want to make changes, add more hours, or stick with what we have now. Another option would be to transfer hours to either Coburg or LCSO as shown on page 6.

January 25, 2022

- Downey stated she would not recommend transferring hours. She thought Coburg has been doing a great job working on traffic and code enforcement, but they don't work crime. Downey brought up the importance of the Crime Prevention Forum and would like to hold the meetings once a quarter on the 2nd Thursday as it would be a great way to educate residents. Keaton suggested having a discussion at that meeting on the benefits of using cameras to catch thieves.
- Boese agreed with Downey and commented that the number of surveys returned were not a good representation of the number of citizens. Caughey replied that it was better than he anticipated. Boese would like to put more hours into crime patrols if the City can afford to.
- Thomas stated that Coburg is not assigned for crime, but they can deal with crime if needed. Boese asked if we could have Coburg work crime also? Eldridge stated that she would have that discussion with Coburg and would look into staggering the two departments when in Harrisburg.
- Keaton asked why, according to the survey, residents didn't like Coburg and Downey answered that she felt the residents wanted that funding to go towards LCSO for better crime prevention. Keaton then asked why Coburg was sending more officers over for patrol instead of reserves. Eldridge stated they have been having staff shortages, similar to LCSO and because of the shortages, both Coburg and LCSO might not be able to accommodate our request for additional hours.
- Thomas she is not pushing to change anything and thought LCSO, and Coburg are both doing a great job.
- Klemm agrees with Thomas and is hesitant to add anything to the budget due to the cost of living and other expenses, but feels the City needs to maximize the resources that we have to detour crime.
- Caughey feels we can give more direction to Coburg than LCSO. Eldridge stated that we do have more control over Coburg, but LCSO has been effective when we have had areas of concern. Caughey would like to see more emphasis on patrols and more overall presence.
- Scholz commented that the reports provided are not a fair comparison between the two departments and would like an asterisk on the calls that fall under the enhanced contract for LCSO. Klemm commented that it is frustrating that we can't get the breakdown on the reports.
- Boese and Keaton asked what it would cost to have one deputy here at all times, and Eldridge replied that one person would be \$346,000 per year. Downey commented that if we had one person working for us, we aren't going to get the hours we want due to paperwork, transporting and other variables.
- Boese stated that if Coburg could do it, he would be fine with that.
- Eldridge commented that the City is working on providing more information about Law Enforcement Services and the Crime Prevention Forums to our residents.
- Downey commented that the Ad-Hoc meetings informed us that we couldn't afford our own department without a levy or additional fees. Boese asked what the amount of the additional fee was for other cities, and Nelson replied it was around \$5-\$25 per month. Keaton was concerned about having a user fee on the utility bill and felt that it should be taxes.
- Downey asked if staff needed direction in order to complete the budget process and Nelson replied that would be nice. Downey pointed out that until we know the rates for both departments for this next fiscal year, we can't decide.
- Klemm asked about the projected PERS increase and Nelson replied that when last checked it was at 2.2%.

January 25, 2022

- Caughey asked when LCSO would have an hourly rate for this coming fiscal year and Eldridge replied that it will be discussed at the next LCSO quarterly meeting and hopes to have it for the February meeting.
- Keaton expects the hourly rate for both departments to go up around 10%. Caughey reminded council that in the past, we have bargained with the other contracted cities on what we were going to pay and if we could get the other cities to agree, they could do it again.
- Staff will work on getting more information on rates for a future meeting but will budget for a 10% increase.

No further discussion at this time.

THE MATTER OF THE RENEWAL OF THE HARRISBURG BUILDING AND ELECTRICAL PERMIT PROGRAMS AND APPROVING RESOLUTION NO. 1261

STAFF REPORT: Eldridge stated that due to SB 866 changing Oregon Administrative Rules, all municipalities, including Harrisburg, were required to submit program renewals for their Building Permit Programs. The City will now be reviewing fees and submitting a renewal form every three years starting this year. The majority of the changes to the renewal form were job titles, names, and manufactured home fees. Russ Young, the Building Inspector for Harrisburg, and Junction City, became aware that we were undercharging for Manufacture Home Permits. Because of this, the fees were updated to match the structure for the State of Oregon. Eldridge commented that the new fees which include the setup, the mechanical and electrical permits, are still cheaper than what we were paying through Linn County. Eldridge also stated that she will be working with the COG on affordable housing options.

- Thomas asked about the livestock fee listed on the standard fee schedule. Eldridge answered that the City does charge a livestock fee and the minimum lot requirement is 30,000 square feet as well as having other requirements.
 - Downey **motioned to approve the renewal of the Harrisburg Building and Electrical Permit Program, the updated Operating Plan, and Resolution No. 1261. "A Resolution Approving Amendments to the City Fee Schedule" and was seconded by Klemm. The City Council then voted unanimously to approve the renewal of the Harrisburg Building and Electrical Permit Program, the updated Operating Plan, and Resolution No. 1261. "A Resolution Approving Amendments to the City Fee Schedule"**

OTHER ITEMS:

- Eldridge asked Council if they could come up with some name suggestions for the 100 Acre Park to have it narrowed down for residents.
 - Caughey suggested 132 Acre Wood
 - Downey, Klemm, Boese and Thomas liked Morse Park. Klemm thought it was great way to honor Bill Morse.
- Eldridge informed Council that the City has trespassed a man from all City parks for 120 days and if he is seen again, he will be cited into Municipal Court.
- Boese asked about the removal of the old reader board and Eldridge replied that she is working on having Tracer's remove it. She stated the quote for the new reader board should be available next week.

ADJOURN at the hour of 8:10pm

Mayor

City Recorder

UNAPPROVED

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
1845						
1845	AB Utility Contractors Inc.	5994	Concrete Work	03/08/2022	4,816.65	10-85-3150
Total 1845:					4,816.65	
1206						
1206	Analytical Lab & Consultants	145500	Water Testing	02/03/2022	229.00	51-65-4200
1206	Analytical Lab & Consultants	145667	Water Testing	02/09/2022	287.00	52-65-4200
1206	Analytical Lab & Consultants	145846	Water Testing	02/16/2022	76.00	51-65-4200
1206	Analytical Lab & Consultants	145925	Water Testing	02/17/2022	69.00	52-65-4200
1206	Analytical Lab & Consultants	145985	Water Testing	02/21/2022	103.00	52-65-4200
1206	Analytical Lab & Consultants	146009	Water Testing	02/22/2022	218.00	52-65-4200
Total 1206:					982.00	
3200						
3200	Barnes & Noble, Inc.	4228676	Books	02/19/2022	728.61	24-60-2000
Total 3200:					728.61	
2926						
2926	BioLynceus Biological Solution	9278	Misc P/W Supplies	02/14/2022	2,714.40	52-65-4000
Total 2926:					2,714.40	
1212						
1212	Bob Dickman Tire Center	74000597019	Repair Service	02/18/2022	336.99	11-45-3000
1212	Bob Dickman Tire Center	74000598537	Repair Service	03/02/2022	188.99	11-45-3000
Total 1212:					525.98	
3693						
3693	Branch Engineering Inc	00017403	Engineering Services	02/28/2022	1,200.00	10-41-4000
3693	Branch Engineering Inc	00017404	Engineering Services	02/28/2022	6,320.00	11-60-7975
3693	Branch Engineering Inc	00017405	Engineering Services	02/28/2022	200.00	10-41-4000
3693	Branch Engineering Inc	00017406	Engineering Services	02/28/2022	1,297.50	60-70-7000
3693	Branch Engineering Inc	00017407	Engineering Services	02/28/2022	2,760.00	51-78-8015
3693	Branch Engineering Inc	00017408	Engineering Services	02/28/2022	400.00	51-78-8015
3693	Branch Engineering Inc	00017409	Engineering Services	02/28/2022	940.00	10-41-4000
Total 3693:					13,117.50	
2405						
2405	Branom Instrument Company LLC	2022/0508	Misc W/S Exp	02/19/2022	660.00	52-65-4600
Total 2405:					660.00	
3697						
3697	Brewer and Coulombe, PC	502679	Attorney Fees	02/11/2022	325.00	10-42-2500
3697	Brewer and Coulombe, PC	502680	Attorney Fees	02/11/2022	287.50	10-42-2700
3697	Brewer and Coulombe, PC	502697	Attorney Fees	03/11/2022	350.00	10-42-2500
3697	Brewer and Coulombe, PC	502698	Attorney Fees	03/11/2022	350.00	10-42-2700

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3697:					1,312.50	
3978						
3978	Brilliance Publishing, Inc.	IN1527648	Books	02/24/2022	10.37	24-60-2000
Total 3978:					10.37	
3788						
3788	Cameron McCarthy Landscape	00103	OPRD Grant	02/02/2022	4,906.83	61-70-7500
Total 3788:					4,906.83	
1392						
1392	Carquest of Junction City	ID-686931	P/W Vehicle Maintenance	02/10/2022	84.30	10-72-4000
Total 1392:					84.30	
2549						
2549	Cascade Columbia Distribution	830013	Misc. P/W Expense	02/16/2022	2,555.80	52-65-4000
2549	Cascade Columbia Distribution	831042	Misc. P/W Expense	03/02/2022	2,555.80	52-65-4000
2549	Cascade Columbia Distribution	8322336	Misc. P/W Expense	03/16/2022	2,555.80	52-65-4000
Total 2549:					7,667.40	
3407						
3407	Cascade Health Solutions	8642	Drug Testing	02/16/2022	68.00	11-44-6100
Total 3407:					68.00	
3771						
3771	Cascade Water Works Inc	1144	Misc P/W Exp	03/03/2022	528.25	51-65-4600
Total 3771:					528.25	
3920						
3920	Cathy Nelson	OAMR MID-YE	Per Diem	03/30/2022	108.00	10-63-2200
Total 3920:					108.00	
3773						
3773	CenturyLink	284419660	Phone Bill	03/04/2022	.28	10-69-3500
3773	CenturyLink	FEB 2022	Phone Bill	02/26/2022	41.77	52-65-3500
3773	CenturyLink	FEB 2022	Phone Bill	02/26/2022	45.42	52-65-3500
3773	CenturyLink	FEB 2022	Phone Bill	02/26/2022	43.87	51-65-3500
3773	CenturyLink	FEB 2022	Phone Bill	02/26/2022	41.52	51-65-3500
3773	CenturyLink	FEB 2022	Phone Bill	02/26/2022	45.42	52-65-3500
3773	CenturyLink	FEB 2022	Phone Bill	02/26/2022	40.22	52-65-3500
3773	CenturyLink	FEB 2022	Phone Bill	02/26/2022	45.42	52-65-3500
3773	CenturyLink	FEB 2022	Phone Bill	02/26/2022	41.52	10-69-3500
3773	CenturyLink	FEB 2022	Phone Bill	02/26/2022	41.77	52-65-3500
Total 3773:					387.21	
2939						
2939	Cobalt Computer Services, Inc.	22484	Computer Service	02/28/2022	690.00	40-65-8015
2939	Cobalt Computer Services, Inc.	22563	Computer Service	02/28/2022	231.00	40-65-8015

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 2939:					921.00	
2720						
2720	Comcast	MAR 2022	Internet Service	03/02/2022	309.67	10-60-2000
2720	Comcast	MAR 2022 LIB	Internet Service	02/23/2022	146.85	24-60-2525
2720	Comcast	MAR 2022 P/W	Internet Service	03/01/2022	74.93	51-65-3550
2720	Comcast	MAR 2022 P/W	Internet Service	03/01/2022	74.92	52-65-3550
Total 2720:					606.37	
3966						
3966	DCBS Fiscal Services	FEBRUARY 20	State Surcharge - Building/Electric	02/28/2022	207.17	26-70-1050
3966	DCBS Fiscal Services	FEBRUARY 20	State Surcharge - Building/Electric	02/28/2022	52.08	27-70-1050
Total 3966:					259.25	
3983						
3983	Dezi Hansen	315221	Reimbursement	03/15/2022	11.45	24-60-3050
Total 3983:					11.45	
3953						
3953	DJC Oregon	745348258	Construction Bid	03/21/2022	174.24	51-71-2100
Total 3953:					174.24	
3979						
3979	ES&A Sign and Awning	DP33764	Welcome to Harrisburg Sign	03/09/2022	21,858.50	10-41-3700
Total 3979:					21,858.50	
1946						
1946	Ferguson Waterworks	1071568	P/W Misc. Expense	02/25/2022	1,168.19	51-78-7400
1946	Ferguson Waterworks	1071568	P/W Misc. Expense	02/25/2022	1,168.19	52-78-7400
1946	Ferguson Waterworks	1071571	P/W Misc. Expense	02/14/2022	2,069.02	51-78-7400
1946	Ferguson Waterworks	1071571	P/W Misc. Expense	02/14/2022	2,069.01	52-78-7400
1946	Ferguson Waterworks	1071571-1	P/W Misc. Expense	02/28/2022	966.71	51-78-7400
1946	Ferguson Waterworks	1071571-1	P/W Misc. Expense	02/28/2022	966.71	52-78-7400
1946	Ferguson Waterworks	1073418	P/W Misc. Expense	02/11/2022	1,145.09	51-78-7400
1946	Ferguson Waterworks	1073418	P/W Misc. Expense	02/11/2022	1,145.09	52-78-7400
Total 1946:					10,698.01	
3853						
3853	Forestry Suppliers Inc	196596-00	Misc P/W Exp	03/18/2022	981.49	56-60-2300
3853	Forestry Suppliers Inc	200432-00	Misc P/W Exp	03/22/2022	297.82	10-72-6700
Total 3853:					1,279.31	
1947						
1947	H & J Construction, Inc.	21-015	P/W Misc Expense	02/09/2022	7,972.66	51-65-4600
Total 1947:					7,972.66	
1220						
1220	Hurd's Custom Machinery, Inc.	33026	Public Works Supplies	02/01/2022	137.82	10-72-4000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1220	Hurd's Custom Machinery, Inc.	33204	Public Works Supplies	02/18/2022	20.67	52-65-4600
1220	Hurd's Custom Machinery, Inc.	33278	Public Works Supplies	02/25/2022	17.98	10-72-4000
Total 1220:					176.47	
3980						
3980	Illinois Library Association	207511	Library Program	03/10/2022	317.50	24-60-2700
Total 3980:					317.50	
3968						
3968	Junction City	3RD QRT PAS	Building/Electrical Permit Fees	03/30/2022	292.50	26-70-1000
3968	Junction City	FEBRUARY 20	Building/Electrical Permit Fees	02/28/2022	1,656.30	26-70-1000
3968	Junction City	FEBRUARY 20	Building/Electrical Permit Fees	02/28/2022	192.40	27-70-1000
Total 3968:					2,141.20	
3683						
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	160.00	10-63-2100
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	5.11	10-60-2400
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	400.00	10-63-2000
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	8.95	10-60-2400
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	21.98	10-60-2300
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	30.22	10-60-2300
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	29.28	24-60-2000
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	33.00	10-53-2200
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	33.00	10-53-2200
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	33.00	10-53-2200
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	33.00	10-53-2200
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	150.00	10-63-2000
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	75.00	10-63-2100
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	34.64	24-60-3050
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	83.61	24-60-3050
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	72.00	24-60-3050
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	4.97	24-60-3050
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	12.59	24-60-2000
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	23.96	10-72-4000
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	183.98	11-43-2000
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	8.26	10-72-4000
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	183.98	11-43-2000
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	25.98	10-72-4000
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	4.29	51-65-4600
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	4.28	52-65-4600
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	55.96	10-72-4000
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	34.99	41-78-8170
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	219.00	41-78-8170
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	57.71	41-78-8170
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	469.75	11-43-2000
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	38.98	61-70-7500
3683	Keybank N.A.	FEB 2022	Misc Credit Card Charges	02/20/2022	57.95	61-70-7500
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	150.00	10-63-2000
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	9.76	24-60-3050
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	9.16	10-53-2200
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	200.00	10-63-2000
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	200.00	10-63-2000
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	25.00	10-53-2200
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	4.99	10-60-2300

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	31.59	24-60-3050
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	22.99	10-60-2300
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	7.65	10-53-2200
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	16.74	24-60-3050
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	11.00	10-53-2000
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	33.00	10-53-2200
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	33.00	10-53-2200
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	15.12	52-65-4600
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	205.67	52-65-2400
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	38.44	51-65-4600
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	38.44	52-65-4600
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	89.22	11-43-2000
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	4.29	51-65-4600
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	4.28	52-65-4600
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	139.95	52-65-2400
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	261.51	11-43-2000
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	398.32	41-78-8170
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	79.00	10-33-7000
3683	Keybank N.A.	MARCH 2022	Misc Credit Card Charges	03/20/2022	300.00	60-70-7000
Total 3683:					4,918.54	
3883						
3883	Knox Ag Irrigaion, Inc	3065	Misc P/W Exp	02/24/2022	34.25	52-65-4600
3883	Knox Ag Irrigaion, Inc	3094	Misc P/W Exp	03/30/2022	6,375.00	56-60-2300
3883	Knox Ag Irrigaion, Inc	3117	Misc P/W Exp	03/30/2022	88.00	56-60-2300
Total 3883:					6,497.25	
1442						
1442	Linn County Clerk	310021A	Recording Fee	03/21/2022	10.00	11-60-7975
1442	Linn County Clerk	310221	Recording Fee	03/10/2022	325.00	11-60-7975
Total 1442:					335.00	
3819						
3819	Linn County Treasurer	FEB 2022	Court Revenue Payout	02/28/2022	381.75	10-42-2200
3819	Linn County Treasurer	JAN 2022	Court Revenue Payout	01/31/2022	355.21	10-42-2200
Total 3819:					736.96	
3894						
3894	Mitel	39253904	Phone Bill	03/01/2022	116.00	10-69-3500
3894	Mitel	39253904	Phone Bill	03/01/2022	25.21	24-60-2500
3894	Mitel	39253904	Phone Bill	03/01/2022	116.01	51-65-3500
3894	Mitel	39253904	Phone Bill	03/01/2022	116.01	52-65-3500
Total 3894:					373.23	
3873						
3873	NAPA Auto Parts	817-649054	Misc P/W Exp	02/03/2022	6.02	10-72-4000
3873	NAPA Auto Parts	817-650266	Misc P/W Exp	02/22/2022	3.86	10-72-4000
Total 3873:					9.88	
2644						
2644	Net Assets	54-202202	Lien Searches	03/01/2022	89.00	10-53-2250

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 2644:					89.00	
3921						
3921	Northwest Electrical Construction,	5051	Electrical	03/13/2022	825.25	52-65-5400
Total 3921:					825.25	
1102						
1102	NW Natural Gas Co.	MAR 2022	Utilities	03/11/2022	35.56	10-69-2000
1102	NW Natural Gas Co.	MAR 2022 P/W	Utilities	03/11/2022	383.55	51-65-2700
1102	NW Natural Gas Co.	MAR 2022 PU	Utilities	03/14/2022	48.67	52-65-2700
Total 1102:					467.78	
2201						
2201	Occidental Chemical Corporation	1204073876	PW Misc. Expense	02/25/2022	19,980.00	51-65-4000
2201	Occidental Chemical Corporation	1204073876	PW Misc. Expense	02/25/2022	19,980.00	52-65-4000
Total 2201:					39,960.00	
3984						
3984	OCEA	2021-2023	Membership Dues	03/30/2022	150.00	10-63-2100
Total 3984:					150.00	
1033						
1033	Oregon Department of Revenue	FEB 2022	Court Revenue Payout	02/28/2022	1,002.12	10-42-2200
1033	Oregon Department of Revenue	JAN 2022	Court Revenue Payout	01/31/2022	1,037.03	10-42-2200
Total 1033:					2,039.15	
1862						
1862	Oregon DMV	L0031905096	Record Inquiry	02/28/2022	.35	10-42-2800
Total 1862:					.35	
3963						
3963	OverDrive, Inc.	01093MA2206	Digital Library	02/28/2022	251.27	24-60-3200
Total 3963:					251.27	
3096						
3096	Pacific Office Automation	038549	Copier Contract	03/22/2022	334.22	10-60-2100
3096	Pacific Office Automation	038549	Copier Contract	03/22/2022	334.12	51-74-2000
3096	Pacific Office Automation	038549	Copier Contract	03/22/2022	334.12	52-74-2000
3096	Pacific Office Automation	983088	Copier Contract	02/25/2022	12.32	10-60-2100
3096	Pacific Office Automation	983088	Copier Contract	02/25/2022	12.31	51-74-2000
3096	Pacific Office Automation	983088	Copier Contract	02/25/2022	12.31	52-74-2000
3096	Pacific Office Automation	986834	Copier Contract	02/25/2022	3.36	10-60-2100
3096	Pacific Office Automation	986834	Copier Contract	02/25/2022	3.36	51-74-2000
3096	Pacific Office Automation	986834	Copier Contract	02/25/2022	3.35	52-74-2000
Total 3096:					1,049.47	
1079						
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	44.14	52-65-2600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	20.10	10-69-2500
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	289.37	10-69-2500
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	18.05	10-69-2500
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	77.11	10-69-2500
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	94.21	10-69-2500
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	1,051.63	10-69-2500
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	63.06	52-65-2600
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	120.01	52-65-2600
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	1,302.81	52-65-2600
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	55.99	52-65-2600
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	25.34	52-65-2600
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	36.22	52-65-2600
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	34.76	10-72-6700
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	285.53	25-65-2500
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	26.66	25-65-2500
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	46.85	25-65-2500
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	102.65	10-69-3000
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	63.16	10-69-3000
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	24.41	10-69-3000
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	399.88	10-69-3000
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	63.16	10-69-3000
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	1,032.12	10-69-3000
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	35.35	10-69-3000
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	97.42	10-69-3000
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	191.05	10-69-3000
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	18.05	10-69-3000
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	367.94	10-69-3000
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	32.72	11-44-2000
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	3,094.64	51-65-2600
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	981.89	51-65-2600
1079	Pacific Power & Light Company	FEB 2022	UTILITIES	03/22/2022	72.13	51-65-2600
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	43.42	52-65-2600
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	20.10	10-69-2500
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	289.37	10-69-2500
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	18.05	10-69-2500
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	74.95	10-69-2500
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	65.22	10-69-2500
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	1,111.43	10-69-2500
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	62.34	52-65-2600
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	127.40	52-65-2600
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	964.55	52-65-2600
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	57.51	52-65-2600
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	25.24	52-65-2600
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	141.73	52-65-2600
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	33.43	10-72-6700
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	218.16	25-65-2500
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	28.82	25-65-2500
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	41.73	25-65-2500
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	102.65	10-69-3000
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	63.16	10-69-3000
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	24.41	10-69-3000
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	402.82	10-69-3000
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	63.16	10-69-3000
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	1,032.12	10-69-3000
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	35.35	10-69-3000
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	97.42	10-69-3000
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	183.27	10-69-3000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	18.05	10-69-3000
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	367.94	10-69-3000
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	35.48	11-44-2000
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	2,849.00	51-65-2600
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	1,068.90	51-65-2600
1079	Pacific Power & Light Company	JAN 2022	UTILITIES	02/21/2022	67.78	51-65-2600
Total 1079:					19,903.37	
1507						
1507	Rick Nelson	FEB 2022	Per Diem	03/10/2022	71.50	51-76-2000
1507	Rick Nelson	FEB 2022	Per Diem	03/10/2022	71.50	52-76-2000
Total 1507:					143.00	
1815						
1815	Right-Way Plumbing & Backflow	19904	Misc. P/W Supplies	03/10/2022	540.00	51-65-4800
Total 1815:					540.00	
3777						
3777	Rodda Paint Company	25041554	Paint	03/15/2022	600.00	11-43-3000
Total 3777:					600.00	
3982						
3982	Ryan Jones	310221	Fines Overpayment	03/10/2022	142.14	01-1095
Total 3982:					142.14	
3899						
3899	Sal Fiducia	FEB 2022	Per Diem	03/10/2022	71.50	51-76-2000
3899	Sal Fiducia	FEB 2022	Per Diem	03/10/2022	71.50	52-76-2000
Total 3899:					143.00	
3582						
3582	Sierra Springs	21792967	Bottled Water	02/22/2022	29.35	10-53-2200
Total 3582:					29.35	
2124						
2124	Skip Tracer & Lads	15617	Welcome to Harrisburg Sign	03/02/2022	3,512.00	10-41-3700
Total 2124:					3,512.00	
2927						
2927	Staples Business Advantage	3501149165	Office Supplies	02/26/2022	50.46	10-60-2300
2927	Staples Business Advantage	3501149165	Office Supplies	02/26/2022	50.45	51-74-2400
2927	Staples Business Advantage	3501149165	Office Supplies	02/26/2022	50.45	52-74-2400
2927	Staples Business Advantage	3501773459	Office Supplies	03/03/2022	6.30	10-60-2300
2927	Staples Business Advantage	3501773459	Office Supplies	03/03/2022	6.30	51-74-2400
2927	Staples Business Advantage	3501773459	Office Supplies	03/03/2022	6.29	52-74-2400
2927	Staples Business Advantage	3502246521	Office Supplies	03/10/2022	63.58	10-60-2300
2927	Staples Business Advantage	3502246521	Office Supplies	03/10/2022	63.56	51-74-2400
2927	Staples Business Advantage	3502246521	Office Supplies	03/10/2022	63.57	52-74-2400
2927	Staples Business Advantage	3502597140	Office Supplies	03/15/2022	3.48	10-60-2300

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
2927	Staples Business Advantage	3502597140	Office Supplies	03/15/2022	3.48	51-74-2400
2927	Staples Business Advantage	3502597140	Office Supplies	03/15/2022	3.47	52-74-2400
2927	Staples Business Advantage	3502749598	Office Supplies	03/17/2022	.00	10-60-2300
2927	Staples Business Advantage	3502749598	Office Supplies	03/17/2022	.00	51-74-2400
2927	Staples Business Advantage	3502749598	Office Supplies	03/17/2022	.00	52-74-2400
Total 2927:					371.39	
1144						
1144	Suzan Jackson	213	Janitor Services	02/28/2022	599.17	10-72-4100
1144	Suzan Jackson	213	Janitor Services	02/28/2022	375.83	10-72-4100
1144	Suzan Jackson	214	Janitor Services	03/31/2022	599.17	10-72-4100
1144	Suzan Jackson	214	Janitor Services	03/31/2022	375.83	10-72-4100
Total 1144:					1,950.00	
3243						
3243	Synergy Security Solutions	12230	Security	03/30/2022	135.00	10-72-4000
Total 3243:					135.00	
3976						
3976	TBG Architects + Planners	20220233	Planning Review	02/10/2022	230.00	10-50-2100
Total 3976:					230.00	
1023						
1023	Traffic Safety Supply Co., Inc	046967	Sign Expense	03/08/2022	759.30	11-43-2000
1023	Traffic Safety Supply Co., Inc	046968	Sign Expense	03/08/2022	171.36	11-43-2000
Total 1023:					930.66	
3663						
3663	Water & Sewer Deposit Refund	#1108.21	Utility Billing Overpayment	02/25/2022	7.56	01-1075
3663	Water & Sewer Deposit Refund	#11672.15	Utility Billing Overpayment	02/28/2022	170.94	01-1075
3663	Water & Sewer Deposit Refund	#11821.01A	Utility Billing Overpayment	03/01/2022	104.70	01-1075
3663	Water & Sewer Deposit Refund	#145.10	Utility Billing Overpayment	03/17/2022	67.51	01-1075
3663	Water & Sewer Deposit Refund	#260.01	Utility Billing Overpayment	03/02/2022	18.63	01-1075
3663	Water & Sewer Deposit Refund	#729.11	Utility Billing Overpayment	03/04/2022	100.00	01-1075
3663	Water & Sewer Deposit Refund	#756.01	Utility Billing Overpayment	03/24/2022	13.12	01-1075
Total 3663:					482.46	
1239						
1239	WECO	CP-00186799	PW Gas Exp	02/28/2022	432.23	11-45-2000
1239	WECO	CP-00186799	PW Gas Exp	02/28/2022	504.27	51-73-2000
1239	WECO	CP-00186799	PW Gas Exp	02/28/2022	504.27	52-73-2000
Total 1239:					1,440.77	
3879						
3879	Wilson Equipment, LLC	02-61733	Misc P/W Expense	03/11/2022	115.21	11-45-3000
3879	Wilson Equipment, LLC	02-65544	Misc P/W Expense	01/31/2022	3,368.00	41-78-8170
Total 3879:					3,483.21	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3981						
3981	Wilson Motors	2022 FORD EX	2022 Ford SUV Explorer	03/09/2022	33,702.46	41-78-8010
Total 3981:					33,702.46	
Grand Totals:					210,475.90	

Dated: _____

Mayor: _____

City Council: _____

Payment Approval Report
Expense Account Key

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

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.



Library Board Meeting Minutes March 10, 2022

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

CALL TO ORDER AND ROLL CALL by Pro-Tem Chairperson Desri Hansen at the hour of 6:03pm

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

APPROVAL OF MINUTES

- C Hansen motioned to approve the minutes for January 19, 2022 and was seconded by Prozialeck. The Library Board then voted unanimously to approve the minutes for January 19, 2022.

THE MATTER OF DISCUSSING LIBRARY PROGRAMS

STAFF REPORT:

- Crafting Club: Prozialeck stated that the Crafting Club is going well, and the group would like to meet more often. It was decided to add the 2nd and 4th Wednesday, from 5pm to 7pm to the schedule starting in April. Prozialeck to make a new flyer to be distributed.
- Story Time: C Hansen stated that attendance has been picking up. Lego Club was added for the older kids at the same time, and they seem to be enjoying it. She recommended no changes. Ross informed the Board that there is a conflict with the Municipal Center for the March 25th Story Time program. D. Hansen commented that it was spring break week, so we would just cancel it.
- Lego Club: Pelkey stated that attendance has been low, and she thinks the patrons are confused whether or not the program is still happening. Pelkey said she would call patrons who have attended previously. Ross suggested advertising at the Library all week on the sandwich sign. D. Hansen said she would post on the Harrisburg Uncensored Facebook page.
- Adult Book Club: C Hansen stated that all of the books for the first program are checked out and she will update us at the next meeting.

March 10, 2022

- D & D: Patron Quinton Sheridan addressed the Board about the Dungeons and Dragons program. He stated that he attended the previous program before it was shut down due to Covid and he would like to bring it back. He would like to hold it at the Municipal Center every other Monday from 4pm-5pm. He has 7 participants so far with age group of 15-20 and hopes to expand to younger and older age groups as well. Librarian Spangler has joined the group previously.
 - Ross asked who was going to be the volunteer and Quinton said himself.
 - L. Pelkey commented that she likes the program as it helps teenagers become creative and to use their imagination.
 - Ross asked about a backup volunteer and Quinton said that Sef Robin would like to volunteer as well as Tristan.
- Smash Bro's: Quinton informed the Board that he would like to start a Smash Bro Program, which is Mario Brothers. He will not be running the program but would like to volunteer. Jeremiah Jonson will be running the program which is currently being held at the high school. He would like the program to be held on the opposite Mondays from D & D.
 - Ross informed him that the Municipal Center will not be available due to other Committee meetings on at least one of the Mondays.
 - Spangler commented that the program would not take place until after the school year.
 - Quinton stated that they would like to use the TVs for the program and would like the Library to provide snacks.
 - C Hansen asked what Smash Bro's was and Quinton explained that Smash Bro's came out in the 90's and it's all of Nintendo characters coming together. You can have up to 8 players at a time and play against your friends.
 - Prozialeck asked about the 1st and 3rd Wednesday and Ross stated that it was available. Ross commented that someone would need to approach the City Administrator or the Public Works Director about using the TV's and suggested both Librarians accompany Quinton.
 - Prozialeck said that she could also volunteer for the program.
 - C Hansen asked if it was the same age as the D & D group? Quinton said he was shooting for high school age.
 - Prozialeck asked if girls were welcome, and Quinton answered yes.

THE MATTER OF NOMINATING A CHAIRPERSON AND A VICE-CHAIRPERSON FOR THE LIBRARY BOARD

STAFF REPORT: Ross asked if anyone has any questions about the responsibilities of the Chairperson or Vice-Chairperson.

- D. Hansen commented even though she has been the Pro-Tem Chairperson if anyone wants the position as she will be having a baby in July.
- Prozialeck said she would like to but didn't want to take it away from D. Hansen because she thinks she has been doing an amazing job.
- Spangler commented that she thought either Prozialeck or C Hansen would do a great job.
 - C Hansen **motioned to appoint Kristi Prozialeck as the Library Board Chairperson effective March 10, 2022 and for Fiscal Year 2022/2023 and was seconded by D. Hansen. The Library Board voted unanimously to approve the motion.**

March 10, 2022

- D. Hansen **motioned to appoint Catherine Hansen as the Library Board Vice Chairperson effective March 10, 2022 and for Fiscal Year 2022/2023 and was seconded by Prozialeck. The Library Board then voted unanimously to approve the motion.**

THE MATTER OF THE LIBRARY GETTING THEIR OWN FACEBOOK PAGE

STAFF REPORT: Chairperson Prozialeck pointed out **Addendum 1** HIP 22-1.1 Library Facebook Media Policy and asked the Board to briefly review.

- Ross informed the Board the Library was able to have their own Facebook page and there would be some training involved before we go live. One requirement is that all post will need to be approved prior to posting. The only people able to post on the Facebook page are the Librarian's, the Library Supervisor, and the City Administrator. Ross informed staff that when a post is created, they would need to notify both the Library Supervisor and the City Administrator that a post is waiting for approval. Once it's approved, it will go live.
- Chairperson Prozialeck commented that you can create a post for approval or schedule a post for approval. Once the scheduled post has been approved, it will go live when the date and time has arrived.
- Ross asked about the Facebook page as shown in Exhibit A. Spangler wasn't sure where that page came from. Spangler commented that she changed the name from the previous Library Facebook page to "No Longer the Harrisburg Public Library" Facebook page.
- Nelson commented that there is the Harrisburg Public Library, The Harrisburg Central Public Library, and the Harrisburg Library Guild. She said she didn't know if they were pages or just location pages.
- The Board agreed on the *Harrisburg Oregon Library* Facebook page for the name.

THE MATTER OF A MURAL FOR THE LIBRARY

STAFF REPORT: Quinton Sheridan handed out **Addendum 2** which showed two mural designs. He stated he liked the 1st option for the mural, and local artist, Jerry Dame was going to paint the mural. Jerry has stated that the cost of the mural is \$2000. The second page of **Addendum 2** reflects the location and the amount donated in collection bottles around town for a total of \$368.57. He hopes for the Library to raise around \$3000 and will be mailing donation letters (**ADDENDUM 3**) to local businesses around town and in Junction City.

- Spangler stated that she commented on her Facebook page about the mural and people wanted to donate. She is hoping to get approval of the donation letter and include the mural drawing.
- C Hansen asked if the drawings were from the artist? Quinton replied they were from Mr. Dame and his daughters.
- D. Hansen said that she like option one with the walkway leading to the door.
- Quinton commented that Spangler would like to have an actual picket fence pointing towards the door to bring in fantasy.
- Spangler commented about putting titles on the books or to place the donors' names on the books.
- Quinton liked the idea of putting the Community of Harrisburg up on the mural to thank them for all of their support.

March 10, 2022

- L Pelkey likes the concept. She thinks the bear should be named and that the second option should be used on letter head or on the Facebook page. Spangler commented that we could reach out to the school about naming the bear.
- D. Hansen asked which way the walkway part would go? She thought it would make more sense to have it reversed and have the animals towards the front of the building as mentioned by Spangler.
- Quinton said they would like to begin by May and have the mural finished by the 4th of July. They would like to have Mr. Dame attend for the unveiling and to have Miss Oregon attend.
- D. Hansen asked if Mr. Dame had given them a time frame of how long it would take? Quinton commented that he has not, but they gave him a time frame from May to September.
- Ross informed the Board that City Council asked that a colored approved drawing be included in the fundraising letter.
 - Chairperson Prozialeck **motioned to recommend to the City Council option #1 for the Library Mural and was seconded by D. Hansen. The Library Board voted unanimously to recommend to the City Council option #1 for the Library Mural.**
- Quinton commented that once approved by Council he would like to include the mural with the fundraising containers around town. He would also like to come back and give updates to the Library Board throughout the process. The Board thanked Quinton and the other members for participating.
- Nelson commented that we will need to get authorization from the artist before we can use his art. Ross noted that we would need to have Mr. Dame sign some paperwork before the project can take place.

OTHERS:

- Ross introduced Cathy Nelson as the Finance Officer and pointed out **Addendum 4** which shows the status of the Library Budget through March 1st. Ross also informed the Board that management discussed using some Library funds towards the cost of the mural.
- Ross asked what items we were needing for the Summer Program which is typically the most expensive program. Pelkey stated that they wanted to get some supplies for rock painting.
- Spangler commented that she would like to get some half tents for the reading log prizes.
- D. Hansen liked the idea of a book bag kit that you could check out that includes things like books, puppets, DVD's. L Pelkey commented that you could have different themes and try to incorporate materials for the bag. D. Hansen stated there is a checklist with the bag to verify all materials have been returned. Chairperson Prozialeck thought maybe a theme for every season. Ross thought we should think of ideas at the next meeting after we see where our funds are.
- D. Hansen asked when we will go to Council for the fine free trial period. Ross stated we will discuss it at the next meeting, and it will go to Council at the May work session.
- Spangler stated that there were about five books that have been lost since we started the program. Ross suggested having Jeremy, with Albany Public Library, run a report from July 2021 to current of all materials lost and lost and paid for.
- Pelkey stated that the Library Card applications have increased this year. Ross asked for her to get that number for the next meeting.

March 10, 2022

- Chairperson Prozialeck asked who needs to come to the meeting for the Mural. Ross answered the Board and Library Staff.

ADJOURN at the hour of 7:16pm

Chairperson

City Recorder

UNAPPROVED

CITY OF HARRISBURG

HIP 22-1.1 Library Facebook Media Policy

Approved:

22-1.1.010 Purpose

The library Facebook page is intended to create a welcoming online space where library users will find useful and entertaining information and opportunities to interact with staff and other users. A social media account serves as the digital face of the library and should maintain the same level of customer service provided in the physical library. This policy provides guidelines for staff and to protect the library when interacting with users online.

The Library Facebook page is not a public forum and is monitored and managed by City staff. Comments, posts, and messages are allowed on the library's Facebook page, as long as they conform to the library's policy.

22-1.1.020 Policy

Harrisburg Public Library Staff will utilize social media tools to encourage community involvement and to create a dialog between the library and its patrons regarding library services, resources, events, programs, and community information.

- **All posts must be approved by the Library Supervisor prior to release.**
- Only authorized staff will be allowed to post on the library Facebook page.
- All staff responsible for contributions to the library Facebook page are to remain neutral in library-related posts and in response to questions.
- Staff can offer information resources that answer any questions and help people to make informed decisions. Any questions that cannot be answered, are referred to the Library Supervisor or City Administrator to be investigated further with a more detailed response.
- Social media content should be written from the point of view of the "we," which represents the library as a whole and not as an individual staff member.
- Stay on topic. All comments and posts must be library related. Don't include personal information about yourself or others.
- Staff members should remain professional at all times and should refrain from expressing their personal views when posting on the library's behalf.
- Library staff should protect patron privacy and confidentiality whenever possible. Information shared by patrons on the library's Facebook page, should not be kept by the library or used for other purposes.
- Staff must have a signed release form from a parent or guardian of a minor child before posting any pictures on social media.

22-1.1.030 Records Management

- Social media posts, made on an official media account, are considered public record. The city must maintain and preserve social media records in compliance with the Oregon Public Records Law. Social media content shall be retained by SMARSH services.
- No posts or comments may be deleted by City staff.

22-1.1.040 Enforcement

- The comments and opinions expressed by friends, fans, and followers, are theirs alone and do not reflect the City of Harrisburg. Comments that are deemed inappropriate, including but not limited to:
 - Profane or vulgar language or content that degrades others on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
 - Threatening or harassing postings
 - Personal attacks against other public users
 - False information that causes harm to an individual or organization
 - Inappropriate sexual contents or links to inappropriate sexual content
 - Private or confidential information
 - Inappropriate photographs
 - Conduct or encouragement of illegal activity
- If one or more of these guidelines are violated, the posts will be hidden from view by administration.
- Any staff member in violation of this policy is subject to disciplinary action, pursuant to the City's personnel manual, up to and including termination of employment.

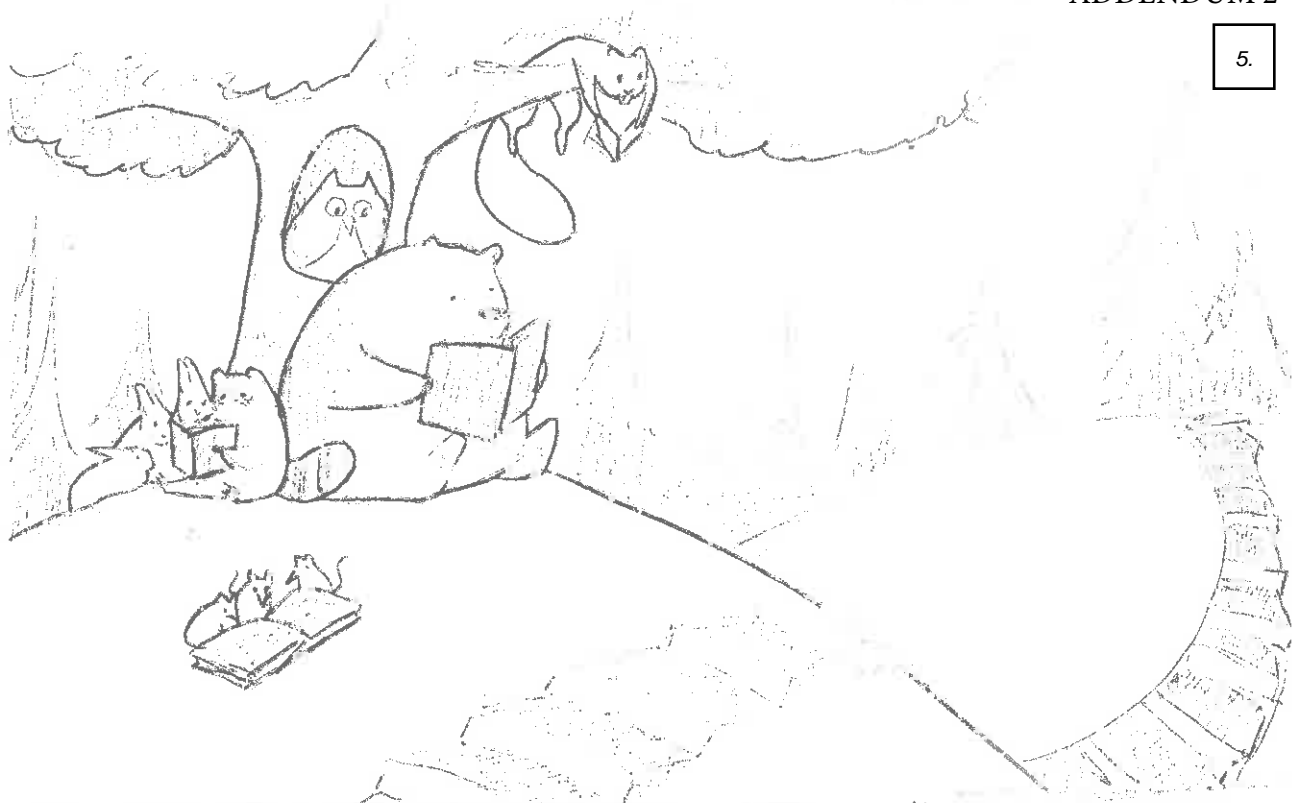
22.1.1.050 Review and Update

This policy shall be reviewed at any time by the City Administrator.

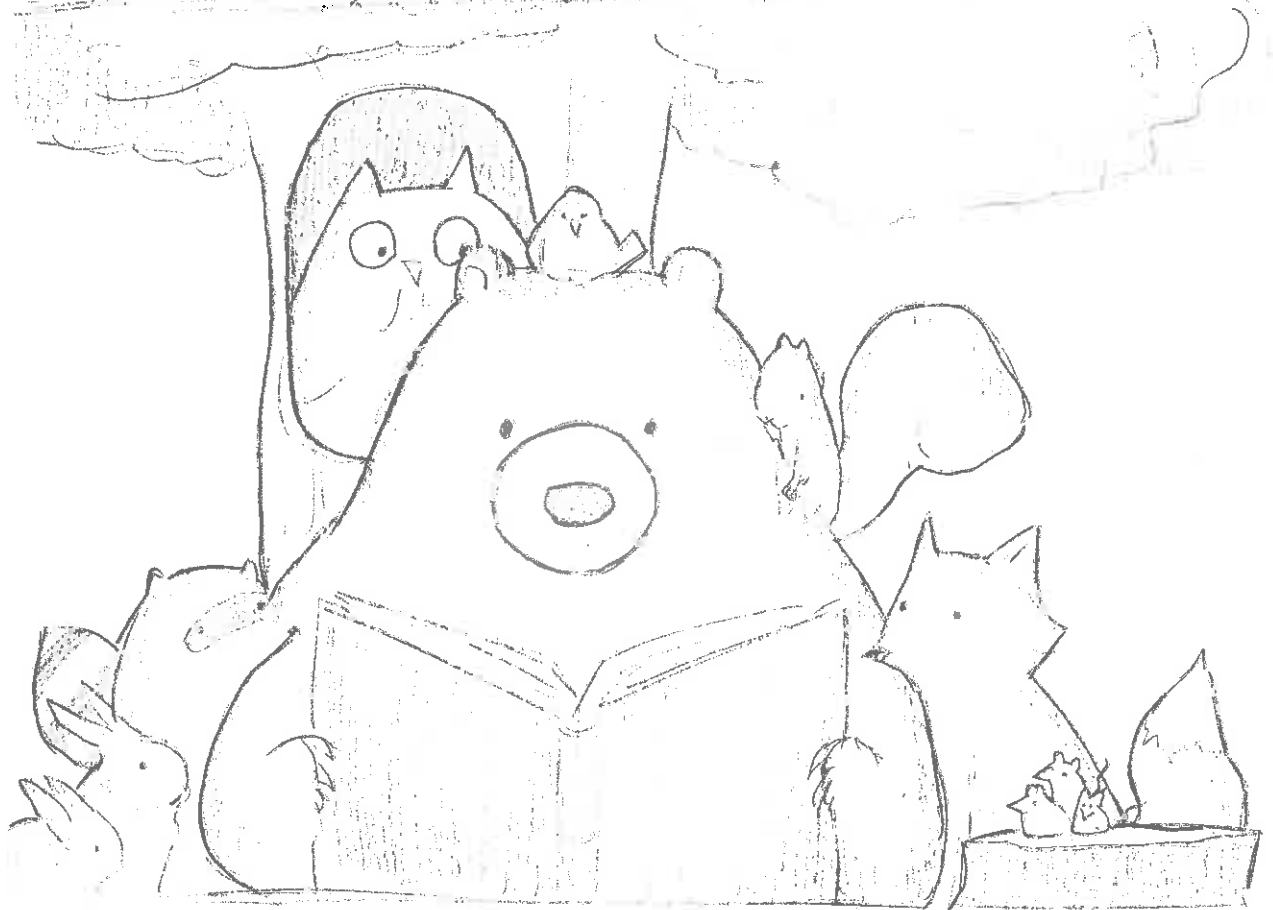
Review and Approval:

Michele Eldridge
City Administrator

Option
#1



Option
#2



Name of contributor	Amount
Doug and Colleen Snyder	20
Angie And Mike	50
American Market	52.01
Subway	14.37
Thai	1
Chop Stix	27.63
Voo	1.5
Dave Parker	200
99 Grill	2.06
Lions Club	

\$368.57

Citizens Name/Business Name

Address here

Dear Name,

The Harrisburg Library is a great place to be! We've worked hard over the last few years to improve the Library. We've remodeled, and improved the Library layout, added new Library Programs, and expanded materials. Then the pandemic started, and since we've been re-opened, we've struggled to bring back the programs that were approved. We are on our way again, so please watch for added programs!

One of the comments we've heard and seen mentioned frequently, is that citizens in our community don't know where the Library is located. The Library Board started to discuss adding a mural to the outside walls of the Library, to make it more distinctive and easier to find. (We want a little personality on the outside to fit the personality of the inside). This will be a mural that everyone will enjoy and that will bring some attention to our fabulous Library, as well as beautifying the City and its facilities.

Jerry Dame is a local artist who lives in our community. He has agreed to paint the mural for the Library and we would like to raise \$3000 in order to make sure that he is compensated adequately for his generosity, his talent, and his time. We are therefore raising money, to be able to afford this project. We are asking for your tax-deductible monetary donation at this time.

The Library Board will be making a recommendation(s) to the City Council, who will need to approve the design, as well as the location of the mural on the City facility. Our goal is to raise these funds and have the mural painted this summer in time for the 4th of July Parade. Our very own, Miss Oregon, Arielle Freytag, will be there for the unveiling as part of the Harrisburg Festivities.

If we are unable to achieve our goal, all monetary donations will be put in a designated fund until the project can take place. If you have any questions or for more information about this project, please call the Library at (541)995-6949.

Thank you so much for your kind consideration and support,

The Harrisburg Public Library

Cheryl Spangler, Librarian
Amanda Pelkey, Librarian
Quinton Sheridan , Patron

Please make any check contributions out to the City of Harrisburg, with Library Mural Donation written on the information line on your check. You can drop your payment off at the Library, (354 Smith St.), or at City Hall (120 Smith St.), or you can also mail your payment to PO Box 378, Harrisburg, OR 97446. Your copy of your check is your receipt, or more sizeable donations can be receipted for you. Call the Library at 541-995-6949 for more information.

CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
24-60-2000 BOOKS	5,635.44	5,635.44	9,000.00	3,364.56	62.6
24-60-2300 LIBRARY EQUIPMENT MAINTENANCE	230.00	230.00	200.00	(30.00)	115.0
24-60-2500 LIBRARY TELEPHONE	201.68	201.68	350.00	148.32	57.6
24-60-2525 WI-FI INTERNET	1,174.80	1,174.80	1,765.00	590.20	66.6
24-60-2700 READY TO READ GRANT	.00	.00	1,000.00	1,000.00	.0
24-60-2800 MISC EXPENSE	1,823.99	1,823.99	3,700.00	1,876.01	49.3
24-60-3050 LIBRARY PROGRAMS	643.64	643.64	4,000.00	3,356.36	16.1
24-60-3200 ODLC	4,486.57	4,486.57	5,500.00	1,013.43	81.6
TOTAL MATERIALS & SERVICES	14,196.12	14,196.12	25,515.00	11,318.88	55.6
<u>CAPITAL OUTLAY</u>					
24-70-7400 COMPUTER RESERVE ACCOUNT	.00	.00	5,000.00	5,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	5,000.00	5,000.00	.0
<u>CONTINGENCY</u>					
24-91-9900 LIBRARY CONTINGENCY	.00	.00	6,205.00	6,205.00	.0
TOTAL CONTINGENCY	.00	.00	6,205.00	6,205.00	.0
<u>UNAPPROPRIATED ENDING FD BAL</u>					
24-95-9900 UNAPPROPRIATED FUND BALANCE	.00	.00	62,878.00	62,878.00	.0
TOTAL UNAPPROPRIATED ENDING F	.00	.00	62,878.00	62,878.00	.0
TOTAL FUND EXPENDITURES	46,183.85	46,183.85	162,050.00	115,866.15	28.5
NET REVENUE OVER EXPENDITURES	26,350.16	26,350.16	(74,850.00)	(101,200.16)	35.2

Code	Description	Count	Amount	GL Account
Court Costs				
AF	ATTORNEY FEE	2	83.33	
CF	COLLECTION FEE	2	81.51	
COSTS	COURT COSTS	7	678.47	
COURT FEE	CF	1	18.75	
DEF-ADJUD	DEF ADJUDICATION	4	535.00	
LPF	LATE PAYMENT FEE	10	32.86	
PA	PAYMENT ARRANGEMENT- FEE	7	54.90	
SCF	SHOW CAUSE FEE	3	15.24	
SUSP	SUSPENSION FEE	2	.00	
WF	WARRANT FEE	9	92.44	
Total Court Costs:		47	1,592.50	
Fines				
FINE	FINE ASSESSED	1	100.45	
GBD	GUILTY BY DEFAULT	4	472.00	
GUILTY	FOUND GUILTY	28	2,487.50	
GUILTY NT	FOUND GUILTY	1	25.15	
Total Fines:		34	3,085.10	
Surcharges				
COUNTY	COUNTY ASSESSMENT	23	337.17	
STATE	STATE ASSESSMENT	21	1,002.01	
Total Surcharges:		44	1,339.18	
Grand Totals:		125	6,016.78	

HARRISBURG MUNICIPAL COURT

TOTAL CITATIONS ISSUED FOR MARCH 2022

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Report Criteria:

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

Case.Violation date = 03/01/2022-03/31/2022

Agency	Case Number	Citation Numbers	Violation Date	Primary Offense	Location
LCSO	22-T-0067	216220	03/15/2022	DRIVING WHILE UNINSURED	489 N 7TH ST/BURTON ST
LCSO	22-T-0068	216229	03/16/2022	DRIVING WHILE UNINSURED/NO OPER LICENSE	100 N 3RD ST/SMITH ST
LCSO	22-M-0014	216245	03/17/2022	D.U.I.I. / RECKLESS DRIVING	31717 PRICEBORO DR
LCSO	22-T-0069	216331	03/25/2022	FAIL TO CARRY PROOF OF INSURANCE	290 N 3RD ST
COBURG PD	22-T-0073	190891	03/29/2022	SPEEDING 11-20 MPH OVER	6TH ST & PRICEBORO
COBURG PD	22-T-0072	190892	03/29/2022	SPEEDING 11-20 MPH OVER	DIAMOND HILL & N. 8TH ST.
LCS	22-M-0015	216360	03/29/2022	DRIVE WHILE SUSPENDED - MISD	440 SMITH ST
LCSO	22-T-0082	216360A	03/29/2022	FT INSTALL IID / DRIVING UNINSURED	440 SMITH ST
LCSO	22-T-0075	216362	03/29/2022	OPERATE VEHICLE WHILE USING CELL PHONE	199 N 3RD ST/MONROE ST
LCSO	22-T-0076	216365	03/29/2022	EXPIRED VEHICLE REGISTRATION	325 S 3RD ST
LCSO	22-T-0077	216367	03/29/2022	NO OPERATORS LICENSE	1025 S 6TH ST
LCSO	22-T-0078	216375	03/29/2022	DRIVE WHILE SUSPENDED/REVOKED/ DRIVING UNINSURED	788 DIAMOND HILL DR
LCS	22-M-0016	216392	03/30/2022	CRIMINAL TRESPASS II	750 DIAMOND HILL DR
COBURG PD	22-T-0071	190896	03/31/2022	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	6TH ST & LASALLE ST

Grand Totals:

14 FOR TOTAL OF 18 OFFENSES