

Harrisburg City Council/Planning Commission
Agenda
August 13, 2024 at 6:30 PM
Harrisburg Municipal Center Located at 354 Smith St

City Council and Planning Commission Members:

Robert Duncan, Mayor
Mike Caughey, Council President
Kim Downey
Robert Boese
Randy Klemm
Charlotte Thomas
Cindy Knox
Taylor Tatum, Youth Advisor

Todd Culver, Chairperson
Jeremy Moritz, Vice-Chairperson
Rhonda Giles
Kurt Kayner
Kent Wullenwaber
Susan Jackson
Joe Neely
Nolan Malpass, Youth Advisor

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 this matter be removed from the Consent Agenda for discussion. It will then be discussed under the "Other" part of the meeting schedule.*
4. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
5. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
6. *The City of Harrisburg does not discriminate against individuals with disabilities and is an equal opportunity provider.*
7. *For information regarding items of discussion on this agenda, please contact City Recorder Lori Ross, at 541-995-6655*
8. *Masks are not required currently. The City asks that anyone running a fever, having an active cough or other respiratory issues, 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 REVIEWING A REPORT FOR THE TRANSPORTATION SYSTEM PLAN SYSTEM IMPROVEMENTS AS PROVIDED BY CONSULTANTS PARAMETRIX AND ODOT REPRESENTATIVE DAVID HELTON.

STAFF REPORT:

Exhibit A: Harrisburg TSP System Improvement Reports

ACTION: REVIEW AND DISCUSSION

The Harrisburg City Council/Planning Commission Meeting will recess at this time to prepare for the City Council Meeting.

2. THE MATTER OF FORMALLY ADOPTING INTERNAL POLICY NO. HIP 23-4.01, AND THE REVISED JOB DESCRIPTION FOR THE PUBLIC WORKS DIRECTOR

STAFF REPORT:

Exhibit A: HIP 23-4.01

Exhibit B: Revised Job Description

ACTION: MOTION TO FORMALLY APPROVE HARRISBURG INTERNAL POLICY (HIP) 23-4.01 AND THE REVISED JOB DESCRIPTION FOR THE PUBLIC WORKS DIRECTOR

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.

3. THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: City Council Minutes for June 11, 2024

Exhibit B: Payment Approval Report for June 2024

Exhibit C: Planning Commission Minutes for July 18, 2024

Exhibit D: Municipal Court Collections Report June 2024

Exhibit E: Municipal Court Citation Report June 2024

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

Minutes from the June 11, 2024 City Council Meeting

The Payment Approval Report for June 2024

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

- Water Bond Project
- 6th Street Improvement P
- City-Wide Garage Sale
- Pacific Northwest Marathon

ADJOURN

Agenda Bill
Harrisburg City Council/Planning Commission
Harrisburg, Oregon

THE MATTER OF REVIEWING A REPORT FOR THE TRANSPORTATION SYSTEM PLAN SYSTEM IMPROVEMENTS AS PROVIDED BY CONSULTANTS PARAMETRIX AND ODOT REPRESENTATIVE DAVID HELTON.

STAFF REPORT:

Exhibit A: Harrisburg TSP System Improvement Reports

ACTION: REVIEW AND DISCUSSION

THIS AGENDA BILL IS DESTINED FOR: Agenda – August 13, 2024

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	Yes/No	N/A

STAFF RECOMMENDATION:

Staff recommends that the Planning Commission and City Council review the TSP Improvements Report as provided by our TSP Consultants at Parametrix

BACKGROUND INFORMATION:

Staff wrote a successful TGM (Transportation Growth Management) grant in 2021; that pays for the lengthy and expensive process required when a City updates their Transportation System Plan (TSP). Our TSP was written in 1999 and was updated briefly in 2004 to add more framework in relation to bicycles. A current TSP is necessary for access to certain types of grants; a necessity with the exorbitant prices for infrastructure in this day and age. Staff have been working with the consultants at Parametrix, and our ODOT Representative, David Helton, on this project. Parametrix will be providing an overview and summary of the report itself during the meeting.

The City established a Project Advisory Committee, which has been working on various aspects of this TSP update since mid-2023. The PAC consists of the Harrisburg School District Administrator, Steve Woods; the Harrisburg Fire/Rescue Chief or his Asst. Chief; Dave Chapman (the Knife River Operations Director); and Hubert Christiansen from Hayworth Seed Warehouse. It also included the City’s Traffic Engineer, either Damien Gilbert or his representative; LeaAnn Hart Chambers, (former City Councilor & PW Committee member) who retired from ODOT as a Project Manager. It also included Kurt Kayner, the President of Willamette Ag and AKA Transport Owner; Ron Ritchie, a former City councilor and owner of Timber Co., and finally, Todd Culver, our Planning

Commission Chairperson. This project is also posted to ODOT Basecamp, so other members of ODOT have access to the files and may comment on the contents accordingly.

The Harrisburg Planning Commission has been invited to this meeting because development of properties relies on the infrastructure requirements of the Harrisburg Development Code. This is also a crucial Master Plan that must also incorporate the requirements of the Harrisburg Comprehensive Plan. There are two members of the Planning Commission who have served on the Advisory Committee, and who are more familiar with this process.

The consultants have now provided a TSP System Improvement Report (**Exhibit A**), with suggested improvements. The report provides a full analysis of our current infrastructure, which is multi-modal in nature. Multi-modal covers not only the transportation system network of streets, but also includes pedestrian and bike uses as well.

In this report, the City has been really focusing on the local street network, which is impacted by S. 3rd St., which is operated by ODOT. Staff, consisting of the City Administrator, the Public Works Director, and the City Engineer, have been focusing on some of our biggest needs. This includes a traffic light at LaSalle St., and a RRFB (Rapidly Random Flashing Beacon) at Smith & 3rd.

In relation to the traffic light, Parametrix discusses that there were impacts in relation to surrounding private property and constraints for freight turning movements. Staff would like to note that impacts for three different roundabout designs at this intersection were far too high for consideration by the City. Three design options considered removing most of the parking lot at the church, would eliminate part of the 1895 home that is on the historical resource list, and would also require removal of part of the property that is a residence on the southeast corner of the intersection, which has been there since 1920. In addition, pre-stress beam transportation from Knife River would not be capable of navigating a roundabout, and it wouldn't be able to accommodate most large combines and other equipment typically used by Hayworth Seed and other area farms.

Other improvements suggested in the report are future connectivity of streets, including better north/south connections. The City plans to eventually use the easement that would connect S. 6th St. with Eagle Park. Until that happens, we are also focusing on providing a safer way for pedestrians/bike users to access Eagle Park from the east side of S. 3rd St. In terms of safety, we are also asking for more assistance on lowering the speed limit, both in town, and coming off of the bridge. It is apparent that we will need to work with Lane County on the speed zone on the west side of the bridge.

Our consultants have been good to work with as has our ODOT Representative David Helton. It's refreshing to find an ODOT person who works with Cities on realistic requests and needs. ODOT is stressing the multi-modal approach, and values other

uses of the transportation networks, such as bike and pedestrian pathways. One of the concepts Council will see is a north/south bikeway system utilizing S. 2nd St. and 4th St. Bike lanes can only be included on 3rd St. if we eliminate the turn lane. However, Staff emphasized that our businesses need to have the turn lane on S. 3rd St; we also don't have enough bike traffic to warrant the loss of that traffic control. Due to size constraints on some of S. 2nd St., and 4th St., Council/Planning Commission will find a suggested use of 'sharrows'. Sharrows are used when the right-of-way is not large enough to accommodate a separated bike/pedestrian pathway; bikes and pedestrians must share the roadway.

There are also more shared use pathways, which are set aside for only bike/pedestrian traffic. A similar treatment is a Greenway. Council/Planning Commission will be considering a conversion of 1st St. to one-way vehicle traffic in order to accommodate better walking/biking thoroughfare. The Assistant Fire Chief had already asked for this change to 1st St. due to the fact that there are no sidewalks abutting the west side of 1st St.

Other limitations that are in the proposed solutions include street extensions which are desired, but that must pass through areas with environmental factors to consider. This includes the extension of LaSalle St., which would require that the City work on mitigation for the wetlands that cross the proposed roadway.

The Council/Planning Commission should review the solutions report found in **Exhibit A**, and come prepared to discuss the solutions proposed by the contractor. Next steps will start consideration of the actual costs of the proposed solutions, and what changes will be generated to both the Capital Improvement Plan, and SDC's methodology for transportation SDC's.

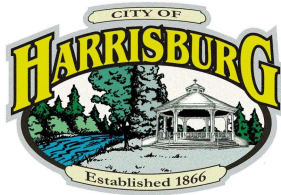
REVIEW AND APPROVAL:



Michele Eldridge 08.07.24
City Administrator/Planner

Harrisburg TSP System Improvements

Prepared for
City of Harrisburg



July 2024

Harrisburg TSP System Improvements

Prepared for

City of Harrisburg
120 Smith Street
Harrisburg, OR 97446

Prepared by

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July 2024 | 274-2395-123

Citation

Parametrix. 2024. Harrisburg TSP System Improvements.
Prepared for City of Harrisburg by Parametrix, Portland,
Oregon. July 2024.

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- A Traffic Analysis Results

Acronyms and Abbreviations

HDM	Highway Design Manual
LOS	level of service
ODOT	Oregon Department of Transportation
RRFB	rectangular rapid-flashing beacon
SUP	shared-use paths
TSMO	transportation systems management and operations
TSP	transportation system plan
UGB	urban growth boundary

1. Introduction

This report identifies and evaluates draft transportation alternatives for the City of Harrisburg Transportation System Plan (TSP) Update. Draft alternatives consist of transportation improvement projects, strategies, and potential programs to address transportation needs and opportunities in the City. Draft alternatives were evaluated against multiple criteria including TSP goals and objectives, technical analysis of benefits and trade-offs, and planning-level costs to develop recommendations and priorities for the TSP. This report also identifies conceptual amendments to the City’s development code to support future implementation of recommended projects and programs.

The alternatives analysis considered options for all transportation modes within the city, including driving, cycling, walking, transit, and freight. These alternatives consist of a range of different types of investments that can be made to the City’s transportation system—such as physical improvements to roads and crossings—strategies for managing traffic, and transit service options through town.

2. Key Issues and Needs

The issues and needs derived from the prior Existing and Future Conditions analysis (see TM#2: Transportation System Conditions and Deficiencies) are summarized below.

2.1 Streets and Bridges

- **Multimodal Conflicts.** OR 99E/S 3rd Street is the main north-south connection through the city and is the primary connection out of the city. While OR 99E/S 3rd Street is an important thoroughfare in Harrisburg, it can act as a dividing line within the community due to the high number of vehicles, limited enhanced crossing opportunities, and prevalence of freight movement. Community members have identified OR 99E/S 3rd Street as the most significant barrier to travel in and through Harrisburg.
- **Road Connectivity.** Few routes in Harrisburg provide continuous connections across the city. A complete grid network in and around Harrisburg’s downtown enhances connectivity for all modes of travel and provides system redundancy; however, developments to the north, east, and south in the city more typically feature cul-de-sac or dead-end roadways that reduce neighborhood connectivity. Further, roadway connectivity is reduced in locations adjacent to the railroad. Roads such as Schooling Road, Fountain Street, Kesling Street, and Moore Street dead-end at track locations, which limits the number of east-west connections in the city.
- **Pavement Condition.** The City recently completed a comprehensive pavement inventory, resulting in an average score of “Fair” for pavement condition. Staff have identified the need to improve pavement preservation efforts to enhance the transportation system and reduce future costs associated with failing pavement.
- **Congestion.** Community members have identified congestion along OR 99E/S 3rd Street as a challenge to the transportation system in Harrisburg, particularly at the intersection with LaSalle Street. Community comments specifically note the impact of freight movement on congestion.

- **Additional Connections.** New and extended public streets will be needed to serve areas of new development and to improve connectivity of the local street system. Some new and extended streets will create new intersections on the arterial and collector street system.

2.2 Freight

- **Freight.** Currently, most freight travels on OR 99E/S 3rd Street, which is a designated freight route and Reduction Review Route. However, freight traffic also requires connections to industrial sites in Harrisburg, including businesses along S 2nd Street south of OR 99E, LaSalle Street east of OR 99E/S 3rd Street, and areas north of Territorial Street along OR 99E and Peoria Road. Freight traffic movement, especially along LaSalle Street, results in potential conflict for all modes. Intersection improvements may be needed on OR 99 at S 2nd Street to accommodate existing industrial users and expected development in the area south of OR 99. While Tandy Lane is outside of City limits but within the UGB, intersection improvements on OR 99E at Tandy Lane may also be needed to accommodate future industrial development in that area.

2.3 Traffic Operations

- **Mobility Targets.** Roadway mobility targets are measures of traffic congestion based on volume-to-capacity (V/C) ratios and level of service (LOS). The intersection of OR 99E/S 3rd Street and LaSalle Street currently exceeds the mobility target and is expected to exceed the mobility target in the future. This intersection currently operates at a v/c ratio of 1.24 in existing conditions and is expected to operate at a v/c ratio of 1.55 in future conditions. The intersection of OR 99E/S 3rd Street and LaSalle Street will likely require measures to ensure it meets mobility targets.
- **Traffic Congestion.** City staff and community members have noted congestion and potential conflicts along OR 99E/S 3rd Street, particularly at LaSalle Street. This is consistent with the results of the intersection analysis completed as part of this report. Community members have expressed specific concern with the movement of freight vehicles in this area and the impact to safe travel.

2.4 Walking and Bicycling

- **Pedestrian Level of Traffic Stress.** Generally, streets in Harrisburg provide relatively low-stress routes for walking. Connections among neighborhoods along major roadways are rated 2 for pedestrian level of traffic stress, meaning that the route is suitable for adults. High-stress routes, however, include OR 99E/S 3rd Street, which is the primary route through the city and where many businesses and services are located. In addition to being a high-stress route for pedestrian travel along S 3rd Street is also a barrier for pedestrian travel across the roadway, effectively limiting connections between the eastern and western areas of Harrisburg.
- **Bicycle Level of Traffic Stress.** Harrisburg's shared street and dedicated bike lane facilities contribute to low-stress routes in several key areas of the city. For example, low-stress connections near the schools on S 6th Street, S 9th Street, Smith Street, and LaSalle Street facilitate student connections to educational opportunity. However, high-stress routes, including OR 99E/S 3rd Street and Territorial Drive, limit the connectivity of the bicycle network and create barriers for people traveling from residential areas in both the northern and southern areas of the city. Additionally, while some routes, such as Diamond Hill Drive, may be identified as low stress based on the analysis, feedback from city staff and

community members indicate that these routes are less comfortable to travel along by bicycle.

- **Bicycle and Pedestrian Gaps.** The pedestrian network is relatively complete along major roadways (arterials and collectors) in Harrisburg, with sidewalks generally present on at least one side of the roadway. However, many areas of the city lack dedicated walking facilities to support travel within neighborhoods. The bicycle network is limited in Harrisburg, with dedicated bike lanes on only a few key roads, such as Diamond Hill Drive, portions of LaSalle Street, and S 6th Street.

2.4.1 Pedestrian Crossings

- **Crossings on OR 99E/S 3rd Street.** There is one signalized crossing at Territorial Street and an additional unsignalized marked crossing at Smith Street. Smith Street is also a designated school crossing. Smith Street has stop signs, but OR 99E/S 3rd St does not currently include any stop control, City staff have requested that a rectangular rapid-flashing beacon (RRFB) be installed at the intersection of Smith Street and OR 99E/S 3rd Street. Project partners identified challenges for people walking and biking that try to cross OR 99E/S 3rd Street.
- **Enhanced Crosswalk Treatment.** Marked crosswalks facilitate connections in many areas of the city. Most crosswalks are striped with transverse markings and are fading in many areas; however, several locations include high-visibility crosswalk striping, and the intersection of Diamond Hill Drive and N 9th Street features a pedestrian-activated beacon to further support crossing. Further, while curb ramps are present in many locations, most lack detectable warning surfaces. Recent improvements, including the addition of curb extensions at S 2nd Street and Smith Steet and the enhanced crossing at Diamond Hill Drive and N 9th Street, have updated the existing curb ramps to include detectable surfaces.

2.5 Public Transportation

- **Public Transit.** The city does not currently have transit service, but there is interest in providing access to service through partnerships with neighboring jurisdictions and Linn County (County).
- **Populations that may Benefit from Public Transportation.** According to the U.S. Census, over 30% of Harrisburg residents are under the age of 18, and 16% of Harrisburg residents identify as having a disability. Public transportation can expand mobility opportunities for these groups. Additionally, public transportation that connects to nearby cities could support commuter travel patterns and help manage demand on the roadway system.

2.6 Safety Concerns and Deficiencies

- **Crash Summary.** Crash data from 2017 through 2021 show that crashes occurred most frequently OR 99E/S 3rd Street. During this 5-year period, 57 crashes occurred, with crash severities ranging from property damage only to serious injury.
- **Crash Severity.** Of the 57 total car crashes, 30 involved property damage only (no injury), 17 resulted in a possible injury, 6 resulted in a suspected minor injury, and 4 resulted in a suspected serious injury.
- **Crashes Involving People Walking or Biking.** Analysis focused on crashes involving people walking or cycling; two crashes involved a person walking, and no crashes involved people bicycling. Both pedestrian-involved crashes were identified as possible injury crashes. One

occurred on Smith Street at OR 99E/S 3rd Street; the crash report indicated that a failure to yield contributed to this crash. The second occurred on S 9th Street south of Heather Turn. Limited information is available about this crash, but it occurred in the evening during the winter months. Other Improper Driving was identified as a contributing factor.

- **Crash Locations.** Over 40% of crashes occurred at an intersection, with rear-end and turning movements as the most common crash type. Crashes most frequently occurred on OR 99E/S 3rd Street, with nearly 50% of all crashes occurring on this corridor.
- **Locations for Further Safety Review.** The safety analysis did not identify intersections with a crash rate over the 90th percentile crash rate. However, based on review of both frequency and severity of crashes, further review should be considered along the OR 99E/S 3rd Street corridor. This corridor represents not only close to half of all crashes in Harrisburg, it also represents a significant proportion of intersection-related crashes and suspected minor injury crashes in the city.

3. Introduction to Solutions

The following sections review solutions for identified transportation needs and issues. This analysis supports updating the 1999 TSP. Where applicable, 1999 TSP project are carried forward. However, based on the significant change in transportation needs for the city, many recommendations represent new projects or modifications of previous recommendations. Finally, new projects or programs that address needs are also proposed. Figure 1 below displays all recommended improvements, which are outlined in more detail in the sections that follow.

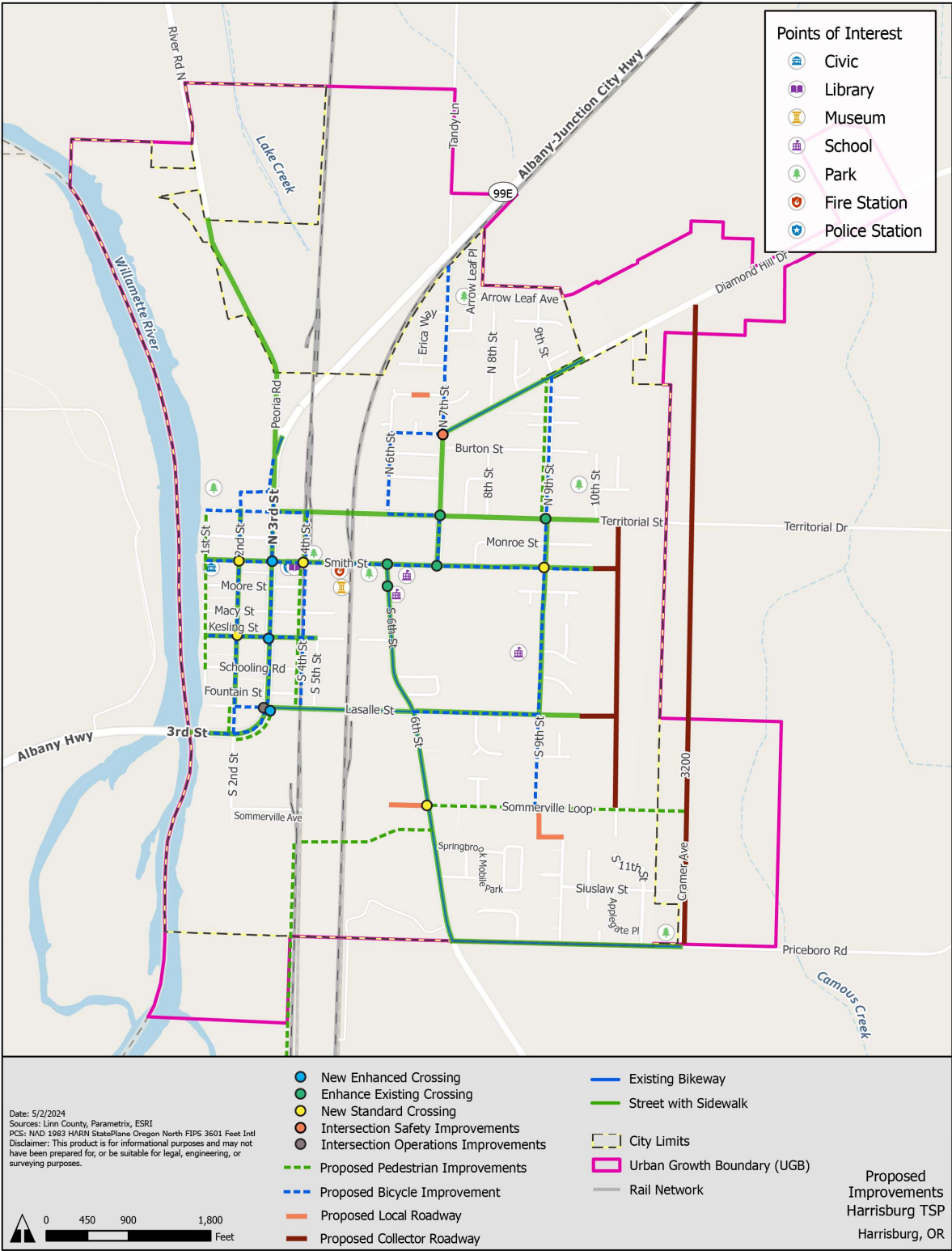


Figure 1: Proposed Transportation Improvements

4. OR 99E/S 3rd Street

This section reviews proposed improvements to the OR 99E/S 3rd Street corridor. This corridor is the main north-south route through Harrisburg, providing access to both local businesses and destinations, as well as connection to neighboring jurisdictions. While traffic analysis indicated that the roadway has sufficient capacity now and in the future—except at key intersections described above—the community frequently experiences congestion in the corridor and has identified safety concerns for travel, regardless of mode of travel. Solutions for S 3rd Street focus on the following:

- Approaches to meeting the Oregon Department of Transportation (ODOT) *Highway Design Manual* (HDM; ODOT 2024) guidance.
- Alternatives that support improved safety performance on S 3rd Street.

4.1 Intersection Operations

The project team conducted traffic analysis to understand roadway system performance in Harrisburg both today and in the future (2045). The intersection of OR 99E and LaSalle Street exceeds its mobility target in both scenarios. In addition to the traffic analysis, feedback from the City, Project Advisory Committee, and public indicate that this intersection experiences significant congestion and is a safety concern for people traveling in Harrisburg. This intersection currently accommodates freight travel on both roadways, including access to industrial parcels on LaSalle east of S 3rd Street. Future expansion of industrial uses in this area would further exacerbate operations concerns.

To address operational deficiencies at the intersection, the project team evaluated two potential solutions for this location, described in detail in Table 1 and the text that follows. Both options are expected to improve intersection operations and meet mobility targets in the future.

Table 1: OR 99E/S 3rd Street and LaSalle Street Alternatives

Existing Conditions V/C	Future No Build Conditions V/C	Discussion and Potential Solutions
<ul style="list-style-type: none"> ▪ Major Street: 0.06 ▪ Minor Street: 1.24 	<ul style="list-style-type: none"> ▪ Major Street: 0.07 ▪ Minor Street: 1.55 	<ul style="list-style-type: none"> ▪ Implement a single-lane roundabout at the intersection, including modifications to the approaches to minimize the impact to surrounding parcels. <ul style="list-style-type: none"> ○ Modeled future year V/C for this solution is 0.65, meeting ODOT mobility targets. ○ Limitations of this solution, including freight movement and available right-of-way, are discussed in more detail below. ▪ Install a traffic signal. <ul style="list-style-type: none"> ○ Modeled future year V/C for this solution is 0.70, meeting ODOT mobility targets. ○ While the intersection meets signal warrants, there are limitations regarding available right-of-way, discussed in more detail below.

Preliminary options explored for the single-lane roundabout included options for varying size, placement, and access requirements. Exploration of roundabout configurations at the intersection revealed several limitations, including expected impacts to surrounding private property and anticipated constraints for freight turning movements. Data from the Motor Carrier Unit indicates that this intersection needs to accommodate wide and long freight loads. More information about modeled future conditions can be found in Appendix A.

The City had indicated a preference for a traffic signal at the intersection of S 3rd Street/OR 99E and LaSalle Street. Traffic signals generally require less right-of-way than roundabouts; however, there may not be sufficient existing right-of-way for a traffic signal. A preliminary analysis indicates that this location meets signal warrants (see Appendix A for additional information). An Intersection Control Evaluation by ODOT will be required when the City seeks traffic control at this intersection; that evaluation will provide the final determination of traffic control measures.

4.2 S 3rd Street Multimodal Improvements

The S 3rd Street corridor does not meet the design guidelines established in the ODOT HDM (2024) based on the assumed urban contexts for the corridor (Table 2). The HDM was revised recently to include new design guidance and standards for accommodating all transportation modes on state highways within cities. This relatively new guidance emphasizes safety and mobility for people walking and cycling, and it seeks to implement context-sensitive improvements that reflect the surrounding land use. The proposed urban context establishes how the corridor should function for all users. Table 2 provides design guidance from the HDM about the desired features for S 3rd Street.

Table 2. Highway Design Manual Guidelines – OR 99E/S 3rd Street

Street Boundaries	HDM Urban Context	Recommended Crossing Spacing Target	Recommended Pedestrian Facility	Recommended Bicycle Facilities
Kesling Street to south City Limits	Residential Corridor	<ul style="list-style-type: none"> 500–1,000 feet Does not meet target. 	<ul style="list-style-type: none"> Continuous and buffered sidewalks. Does not meet target. 	<ul style="list-style-type: none"> Start with separated bicycle facility, consider roadway characteristics. Does not meet target.
North City Limit to Kesling Street	Commercial Corridor	<ul style="list-style-type: none"> 500–1,000 feet Crossing spacing between Territorial and Smith meets target; remaining corridor does not meet target. 	<ul style="list-style-type: none"> Continuous and buffered sidewalks, with space for transit stations. Does not meet target. 	<ul style="list-style-type: none"> Start with separated bicycle facility, consider roadway characteristics. Does not meet target.

The following sections outline recommended improvements align S 3rd Street with HDM guidance for supporting all transportation modes.

4.2.1 Implement Bicycle Facilities on S 3rd Street

OR 99E/S 3rd Street does not currently have bike lanes. Wide shoulders are present in limited locations. Based on the proposed urban context and roadway context, separated bicycle lanes are the preferred option. If on-street bikeways are provided, they should be between 7 and 8 feet wide. Current roadway width (curb to curb) varies but is generally around 40 feet. The roadway has one general purpose travel lane in each direction and one center turn lane. This route is also a reduction review route. Accommodation of bike facilities in each direction would require removal of the center turn lane or widening of the roadway. The City has expressed a preference for maintaining the center turn lane on OR 99E/S 3rd Street for the following reasons:

- The center turn lane currently facilitates access to intersecting corridors and businesses located along OR 99E/S 3rd Street. Removal of the turn lane is expected to have operational impacts for travel along OR 99E/S 3rd Street. Further, reported crashes along OR 99E/S 3rd Street were frequently associated with intersections, specifically turning movements and rear-end crashes. Removal of the center turn lane may increase the potential for conflict related to the safety performance of the corridor.
- Roadway widening would require acquisition of right-of-way from properties adjoining the highway. Along significant portions of the corridor, buildings are located immediately adjacent to the existing sidewalk, which would result in impacts to those buildings to expand the roadway width for accommodation of both bicycle facilities and sidewalks.

4.2.2 Develop Parallel Routes for People Cycling

S 3rd Street does not currently have enough right-of-way to accommodate a bicycle facility without substantial changes to the roadway configuration and operation (e.g., removal of the center two-way left turn lane). Bicycle travel could instead be accommodated on routes adjacent to S 3rd Street, consistent with the Transportation Planning Rule (OAR 660-012-0000) and ODOT HDM guidance. Both S 2nd Street and S 4th Street could be improved as cycling routes to facilitate north-south travel through Harrisburg's downtown.

These roads have lower traffic volumes and lower posted speed limits that would support development of bicycle boulevards. Improvements should include elements that prioritize bicycle travel, including traffic calming and placement of stop signs to limit stop control for north-south travel, and pavement markings indicating shared-use travel lanes. Wayfinding signage and/or pavement markings can help support bicycle navigation and reinforce the bicycle boulevard designation.

There are potential drawbacks to this approach:

- It may be more difficult to reach destinations on S 3rd Street. However, by providing routes on both the east and west sides of S 3rd Street, these routes offer opportunities to reach destinations via the local cross streets.
- Both roads do not provide routes of travel for the full length of OR 99E/S 3rd Street in Harrisburg. OR 99E north of Territorial Street has limited right-of-way to provide for an on-street bikeway on both sides of the roadway. A shoulder on OR 99E and a short segment of striped bicycle lane currently support southbound travel until approximately 500 feet north of Territorial Street. A connection should be established between the existing bike lane and the local street network in Harrisburg. The City has indicated previous interest in developing S 2nd Street north of Territorial and establishing a connection in coordination with private property owners on the northwest corner of Territorial and S 3rd Street.

- The southern terminus for S 2nd Street is OR 99E. South of OR 99E, S 2nd Street provides access to industrial businesses and to Eagle Park. The intersection of S 2nd Street with OR 99E is challenging for pedestrian and bicycle crossing due to the curve of OR 99E and the speed of traffic transitioning from a rural to urban context. A safer connection to S 2nd Street south of OR 99E will be a proposed sidewalk/path on the east/south side of OR 99E from LaSalle Street to S 2nd Street. Wayfinding improvements should be provided to support bicycle navigation to destinations such as Eagle Park.
- S 2nd Street south of Schooling Street has a rating of “Poor” based on the City’s completed street assessment and requires significant improvement and upgrades to support development of a bicycle boulevard.
- The Portland & Western Railroad runs down the middle of 4th Street between Territorial Street and LaSalle Street. North of Smith Street the railroad has been exposed and separated from the travel lanes. South of Smith Street the railroad tracks are embedded in the pavement with no separation from the travel lanes. A planned project will improve conditions along 4th Street, including designation of pedestrian facilities. This project will also eliminate crossings/connections with 4th Street at Macy, Schooling, and Fountain Streets.

4.2.3 Sidewalk Infill

While sidewalks are present along most of S 3rd Street, there are utility poles within the sidewalk that make some sidewalks too narrow and not ADA-compliant. Older sidewalks in the city are likely less than 6 feet as required by the City Standards. Sidewalks are not present along the south side of S 3rd Street between LaSalle Street and S 2nd Street. This missing sidewalk and conditions at the intersection of S 2nd Street and OR 99E limits pedestrian and bicycle access to S 2nd Street, south of OR 99E. The segment of S 2nd Street south of OR 99E provides access to Eagle Park and industrial businesses in the area. Improved walking and biking access to Eagle Park was frequently requested through public engagement activities. Provision of a shared-use path along this block is needed to provide safe access to Eagle Park and other destinations on S 2nd Street for pedestrians and cyclists.

4.2.4 Improved and Additional Enhanced Pedestrian Crossings

The following approximate locations should be considered for enhanced crossings that include features such as high-visibility continental crosswalk pavement markings, RRFBs, signage, street lighting, or other features determined during the design process:

- Kesling Street
- LaSalle Street
- Smith Street

The addition of an enhanced crossings at LaSalle Street would increase connectivity across OR 99E/S 3rd Street to support access to destinations such as Harrisburg schools, recreation, and services. LaSalle Street is an important crossing that is well used today to connect residential areas west of OR 99E with services along OR 99E and destinations, such as the schools, east of the highway. While alternatives for traffic control changes are identified above for this location, interim improvements could be considered to improve pedestrian and bicycle safety and connectivity. Interim improvements may include installation of a high visibility crosswalk on the north leg of the intersection, improved lighting, advanced crossing signs, and RRFB. Crossings should support both pedestrian and bicycle travel.

The addition of an enhanced crossing at Kesling Street would further increase connectivity across OR 99E/S 3rd Street. OR 99E/S 3rd Street between Kesling Street and the city limits does not meet recommended crossing spacing targets. While crosswalk improvements at Smith Street and LaSalle Street will improve connectivity, these two streets are over 1,500 feet apart. A new, enhanced crosswalk at Kesling Street would reduce this distance and meet the recommended spacing target for this area. Enhanced crossing improvements should align with the ODOT Traffic Manual Table 310.3-A, including continental crosswalk markings, improved lighting, and parking restrictions on crosswalk approach to improve visibility. Treatments, such as an RRFB may be considered.

Smith Street is an existing crosswalk marked with high-visibility continental crosswalk markings; there are pedestrian crossing signs on the southern leg of the intersection. This location is an important connection for residential, commercial, and recreational areas west of OR 99E to the Harrisburg library, skate park, and schools east of OR 99E. Improvements should include RRFBs and improved lighting.

4.3 Additional Considerations

While the Willamette River Bridge lies just outside of the Harrisburg city boundaries, the City has significant interest in the function and state of repair for this structure. There is an ODOT project in design for 2027 construction that will update the bridge rails to meet current safety standards and accommodate the high volume of truck traffic. The City will continue to collaborate with ODOT to identify opportunities to repair this structure.

4.4 Summary of OR 99E/S 3rd Street Improvements

Recommended improvements and alternatives discussed in the previous section for OR 99E/S 3rd Street are summarized in Table 3 below, as well as shown in Figure 2. Project numbers correspond with projects identified in future sections as applicable.

Table 3. OR 99E Improvement Summary

Map ID	Location	Description	Benefits/Impacts
R-1	OR 99E/S 3 rd Street and LaSalle Street	<ul style="list-style-type: none"> Alternative 1: Install roundabout. 	Improve traffic operations. However, may impact freight mobility and is expected to have private property impacts. An intersection control evaluation (ICE) is required for final determination of traffic control.
		<ul style="list-style-type: none"> Alternative 2: Install traffic signal. 	Improve traffic operations. Preliminary analysis shows that location warrants the addition of a traffic signal. An intersection control evaluation (ICE) is required for final determination of traffic control.
PB-3	S 3rd Street from 2nd Street to LaSalle Street	<ul style="list-style-type: none"> Provide shared use-use path on east/south side of roadway. 	Closes a gap in the S 3rd Street pedestrian network on the east and south side of S 3rd Street and provides a safer and more comfortable pedestrian facility for travel toward Eagle Park.
C-1	<ul style="list-style-type: none"> 3rd Street and Smith Street 	<ul style="list-style-type: none"> Enhance existing crosswalk, including installation of RRFB, at Smith Street 	Connects key destinations on either side of S 3rd Street in a location where pedestrians currently cross the highway.
	<ul style="list-style-type: none"> Kesling Street at S 3rd Street 	<ul style="list-style-type: none"> Install new enhanced crossings at LaSalle Street and Kesling Street 	Improves connectivity across S 3rd Street; LaSalle Street crossing further improves connections to schools, parks, and areas east of OR 99E.
	<ul style="list-style-type: none"> 3rd Street at LaSalle Street 		
B-1	OR 99E/S 3 rd Street	<ul style="list-style-type: none"> Alternative 1: Implement bicycle facilities on OR 99E/S 3rd Street through downtown Harrisburg. 	Provides dedicated facility for bicycle travel through Harrisburg. However, due to limited roadway width will require removal of center turn lane or roadway widening.
	<ul style="list-style-type: none"> 2nd Street between Territorial and S 3rd Street 	<ul style="list-style-type: none"> Alternative 2: Develop parallel bicycle routes on 2nd Street and 4th Street. 	Provides low-stress north-south connection, improving bicycle connectivity in Harrisburg. This route is a parallel route alternative to S 3rd Street. Required improvement of S 2nd Street.
	<ul style="list-style-type: none"> S 4th Street between Territorial and LaSalle Street 		

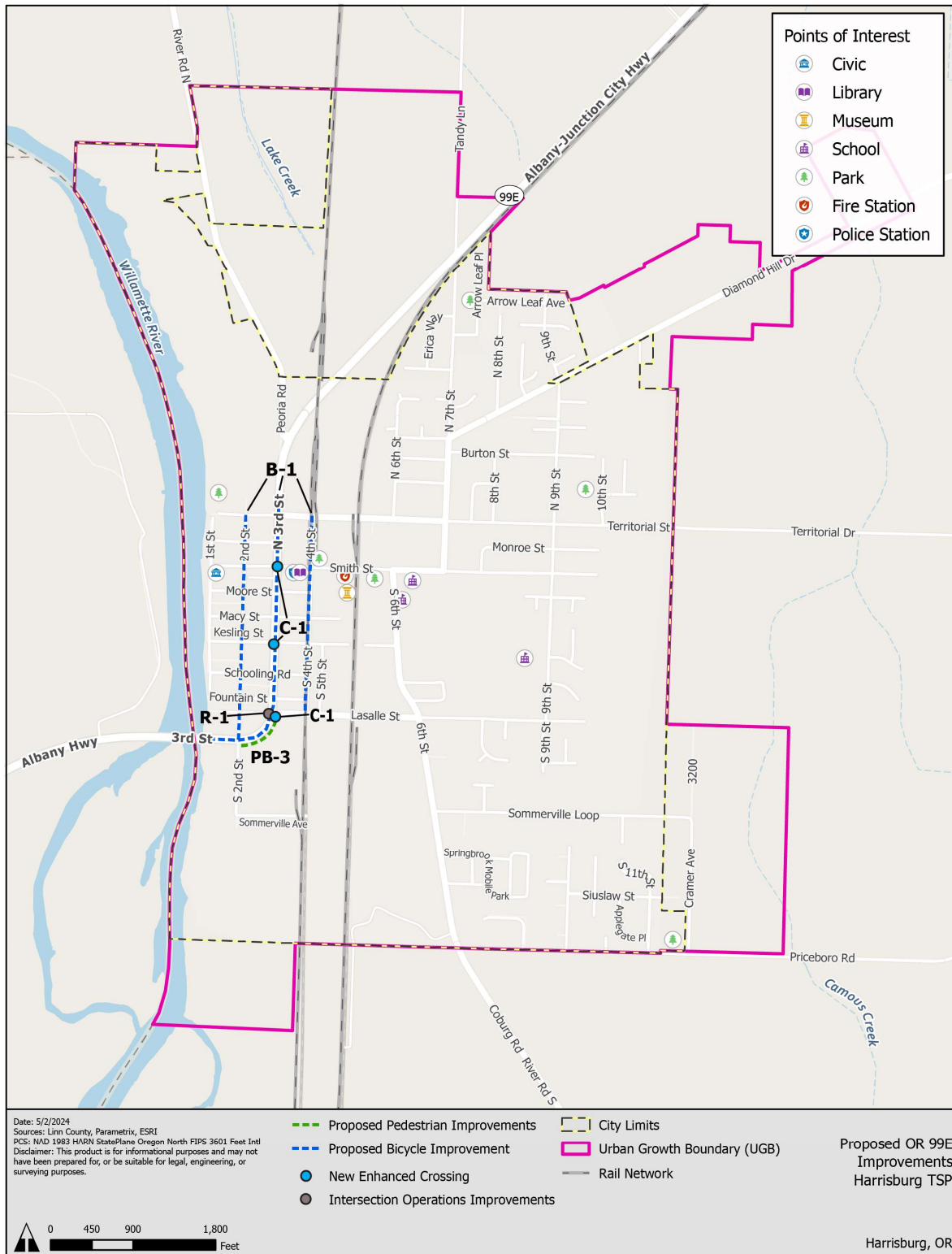


Figure 2. OR 99E Improvement Summary

4.5 Functional Classification and New Connections

Table 4 describes future street connections and the associated functional class. As Harrisburg continues to grow, new roadway connections can improve system connectivity across the city, improve access to destinations for all modes of travel, and enhance circulation, especially considering developing areas. Proposed new connections focus on needed connectivity as well as future street connections to serve development. While several local street connections are included in Table 4 that would improve connectivity within developed areas, future street connections are generally focused on collector or higher-order streets, with the knowledge that local street layout will be determined through platting and development.

In the 1999 TSP, the following roadway connections or extensions were proposed:

- Smith Street extension
- LaSalle Street extension
- 9th Street extension
- 10th Street extension
- Cramer Avenue extension along the urban growth boundary (UGB) between Priceboro and Diamond Hill Drive; extension of UGB would be required.

The extension of 9th Street is partially complete, with recent improvements connecting 9th Street south of LaSalle Street. The remaining connection is retained as part of this TSP update, as are the previously proposed connections.

Figure 3 shows the functional classification system and new roadway connections proposed in the 1999 TSP, as well as new considerations for roadway connections and functional classification updates.

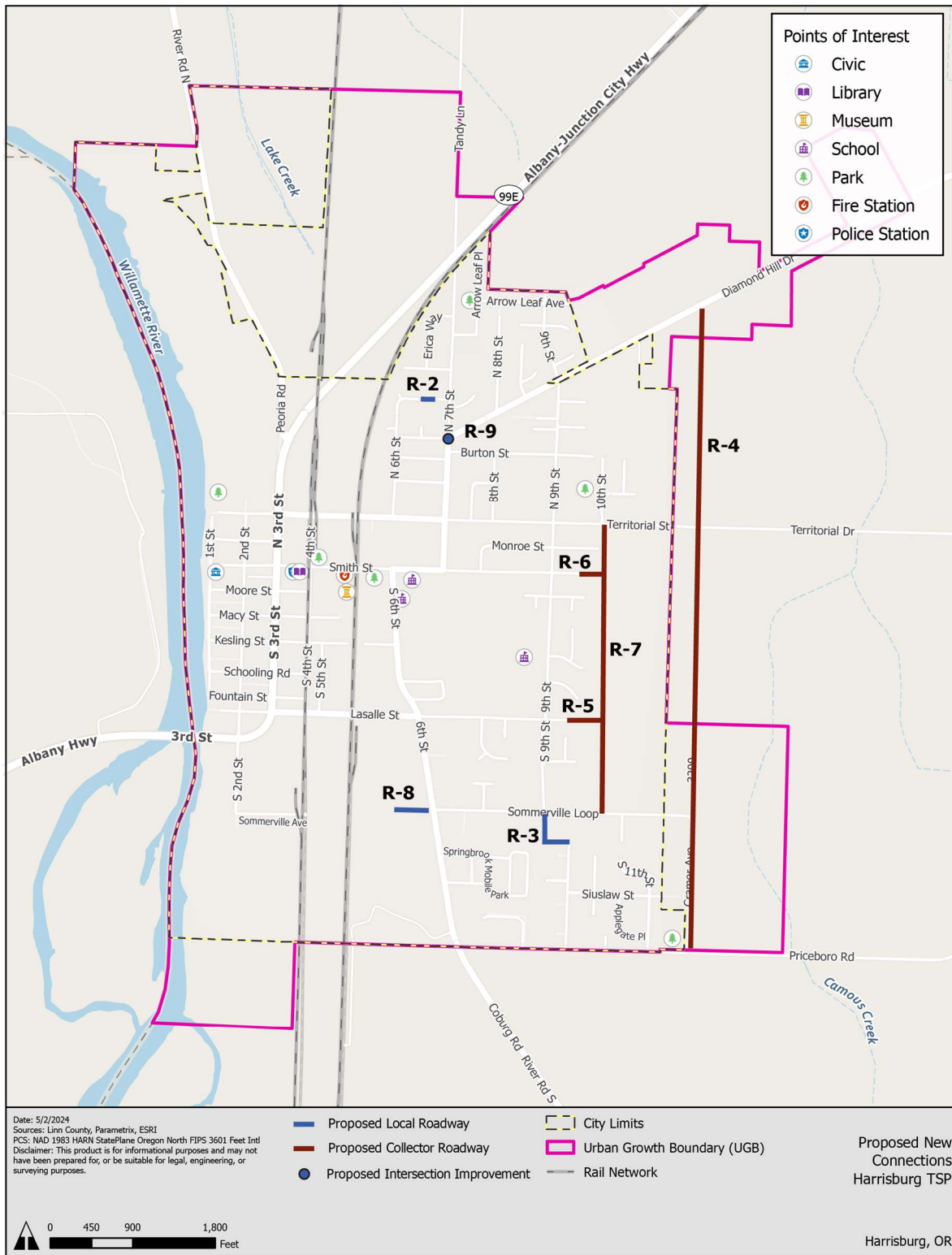


Figure 3. Proposed New Connections

Table 4. Proposed New Connections and Functional Class

Project Number	Location	Description	Functional Class	Benefits/Impacts	Previous TSP
R-2	Riley Way between N 6th Street and N 7th Street	Complete Riley Way between N 6th Street and N 7th Street in coordination with development.	Local	Improves emergency response access by increasing access to residential development west of N 7th Street. Improves overall network connectivity and circulation opportunities for area northwest of Diamond Hill Drive and 7th Street.	No
R-3	S 9th Street, between Sommerville Loop and S 9th Street	Complete connection between S 9th Street north of Sommerville Loop to S 9th Street north of Siuslaw Street.	Local	Increase connectivity for residential areas, including improving access opportunities to Priceboro Park and Harrisburg schools.	Yes
R-4	Cramer Street extension between Priceboro Road and Diamond Hill Drive	Implement a new collector supporting north-south travel in eastern area of UGB in coordination with development.	Collector	Increase connectivity for residential areas, including improving access opportunities to Priceboro Park and Harrisburg schools. Alignment may have wetland impacts that require mitigation. Alignment extends outside of existing UGB and would require extension of the UGB.	Yes
R-5	LaSalle Street, east of 9th Street	Extend LaSalle Street east of 9th Street in coordination with development.	Collector	Alignment may have wetland impacts that require mitigation.	Yes
R-6	Smith Street, east of 9th Street	Extend Smith Street east of 9th Street in coordination with development.	Collector	Alignment may have wetland impacts that require mitigation.	Yes
R-7	10 th Street	Develop new alignment to connect 10 th Street with Sommerville Loop.	Collector	Alignment may have wetland impacts that require mitigation.	Yes
R-8	Sommerville Loop, west of S 6th Street	Reduce roadway standard or vacate alignment.	Local	Route provides access to parcels west of S 6th Street. Updated functional class will better align with intended function of roadway.	No

4.6 Safety

The safety analysis reviewed crash data and safety conditions throughout Harrisburg. While none of the locations studied exceeded the critical crash rate, the analysis revealed that nearly half of all reported crashes occurred on S 3rd Street. Further, crashes were most commonly associated with intersections, with rear-end crashes accounting for 34% of intersection crashes. Contributing factors most frequently included failure to yield (19%), inattention (16%), and failed to avoid vehicle ahead (11%). Additionally, community members identified speeding, especially along OR 99E/S 3rd Street as a key safety issue affecting travel for all modes in the city.

Safety improvements both along S 3rd Street and at intersections should identify opportunities to improve visibility, increase predictability, and slow travel speeds through downtown Harrisburg. Improvements should align with the Safe System Approach and leverage proven countermeasures to the extent possible. Table 5 summarizes examples of potential safety investments to address these issues.

Table 5. Safety Toolbox Treatments

Treatment	Benefit or Impact	Example Location
Install lighting at intersection	Increases visibility for pedestrian and bicycle crossings.	S 3rd Street and Smith Street
Install rectangular rapid-flashing beacon	Increases motorist yielding rates for pedestrian/bicycle crossings.	S 3rd Street and Smith Street
Install raised or profiled thermoplastic pavement markers	Improve visibility of pavement markings at night or in wet conditions.	S 3rd Street near city limits and S 2nd Street
Install a speed feedback sign <i>Requires region traffic engineer approval if installed along an ODOT facility according to ODOT's Traffic Manual.</i>	Encourages drivers to slow down by showing them if they are speeding. Suggests to drivers that enforcement is nearby.	Near S 3rd Street and S 2nd Street
Upgrade to reflective pavement markings	Increases visibility in dark and/or wet conditions.	S 3 rd Street between S 2 nd Street and LaSalle Street
Evaluate opportunities to reduce speed limit on OR 99E. <i>Speed zones are established by ODOT based on characteristics such as crash history, observed speed, traffic volumes, and others. The City can request that ODOT conduct a speed zone investigation.</i>	In coordination with other safety and traffic calming measures, speed limit reductions may help slow operating speeds and improve safety outcomes.	S 3rd Street in Harrisburg

4.6.1 Diamond Hill Drive and N 7th Street

In addition to the improvements discussed above, feedback from community members and city staff identified the intersection of N 7th Street and Diamond Hill Drive as a location of concern. Diamond Hill Drive is a local truck route and key route to connect to Interstate 5. Stop signs are present on three legs of the intersection (eastbound, southbound, and northbound travel); westbound travel

from Diamond Hill Drive does not have any stop control. While Diamond Hill Drive has a posted speed limit of 25mph, community members report high travel speeds for westbound traffic. Safety data shows that this intersection experienced one suspected serious injury crash. This intersection is also an important access route for neighborhoods to the north and west, as street connectivity is limited in these areas. Traffic count data was not available for this intersection as part of the Traffic Operations Analysis.

Additional information is needed, including traffic count data, to assess potential solutions at this intersection. Further, improved street connectivity, such as the completion of Riley Way north of the intersection, may expand potential solutions for this location. Measures may be considered to slow westbound traffic in advance of the intersection, such as advanced warning signs for the pedestrian crossing on the eastern leg of the intersection.

Table 6: Safety Improvements

Project Number	Location	Description	Benefits/Impacts	Previous TSP
R-9	Diamond Hill Drive and N 7 th Street	Improve intersection safety and operations	Intersection was identified by city staff and community members as a key safety concern.	No

4.7 Access Management

Section 18.70.030 of the City of Harrisburg Municipal Code provides guidelines for vehicular and pedestrian access, circulation, and connectivity. The standards apply to new development or changes in land use necessitating new connections; they also apply to all connections to a street as well as driveways and walkways except where another roadway authority’s standards supersede the City standards. The standards were updated as part of the City’s code update on February 1, 2024. There has been no need identified to revisit the currently adopted access management standards.

Access management along OR 99E/3rd Street is subject to ODOT policy and procedures. The northern extent of OR 99E within the UGB, near Tandy Lane, is adjacent to parcels zoned for Rural Commercial and Light Industrial. If these areas are further developed, Tandy Lane will need to be improved to an appropriate standard to serve the development and eliminate access needs on OR 99E. While this land is within the UGB, Tandy Lane is owned and maintained by the County.

4.8 Transportation Systems Management and Operations

The 1999 TSP does not include TSMO projects or programs. TSMO is a set of strategies that focus on operational improvements that can maintain and even restore the performance of the existing transportation system before extra capacity is needed. TSMO strategies also encompass strategies typically considered transportation demand management. The goal is to get the most performance out of the transportation facilities that are already in place. The project team reviewed potential TSMO strategies as described in Chapter 18 of the ODOT *Analysis Procedures Manual* (ODOT 2023).

Table 7 reviews potential TSMO projects or policies that the City can consider to manage traffic and mitigate the need for roadway capacity increases. Note that no costs are provided for these possible investments given substantial unknowns about the scale and scope of these projects. However, in general, TSMO projects provide substantial benefit relative to cost.

Table 7. Possible TSMO Investments

TSMO Strategy	Need Addressed	Recommendation	Supporting Information Required
Weather Warning Systems	There is no weather information signage in Harrisburg. Weather information signage could provide travelers with information about weather conditions on regional highways.	Coordinate with ODOT as intelligent transportation system plans are updated.	Air and road weather conditions, including new weather station at city water plant.
Freight Signal Priority	Depends on future intersection improvements. Access to industrial parcels is required and need may increase with growth of associated industries in Harrisburg.	If a signal is installed at 3rd Street/LaSalle Street, assess operations to determine if freight signal priority is needed to improve access to and from adjacent industrial parcels.	Freight demand
Marketing/Traveler Information	Traveler information programs can help people understand different ways of getting around town. In Harrisburg, a marketing and information program that provided information about walking and cycling routes could help people make more trips by other modes.	Consider a local program for disseminating information about how and where to walk and bike in Harrisburg. These programs can take many forms, including information provided on the City's website, by mailers, or other means.	Staff resources for supporting travel options programs

4.9 Freight

The 1999 TSP recommended establishing a truck route along the proposed roadway extension from Cramer Avenue. This route would provide additional freight access as the city develops, providing alternate routes to OR 99E. Additionally, proposed intersection improvements at OR 99E/S 3rd Street and LaSalle Street include consideration for freight movements and access to destinations in Harrisburg.

5. Bicycle and Pedestrian System

5.1 Pedestrian System

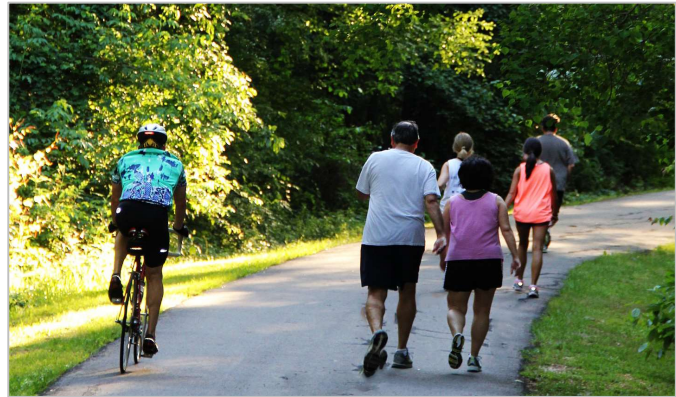
Proposed pedestrian facilities focus on improving the City’s existing pedestrian network by providing greater connectivity, safety, access, and comfort. Proposed facilities consider cost-effective options to improve Harrisburg’s pedestrian network while acknowledging that not all streets require the same level of facility. For example, while some streets may require sidewalks to best support City goals, other routes may be suitable for shared street treatments that can provide a more cost-effective approach to improving pedestrian routes.

This analysis also assessed opportunities to develop shared-use paths for pedestrian- and bicycle-only travel. These improvements would provide substantial benefits to both pedestrians and bicyclists. Example pedestrian facility types are outlined below. Proposed improvements to Harrisburg’s pedestrian system are illustrated in Figure 4 and Table 8.

The project team also proposes projects that prioritize safety improvements for people walking, biking, rolling, and driving to school and may be eligible for Safe Routes to School funding. Proposed TSP projects adjacent to the school campus area can target funding opportunities for safety improvements based on their proximity to schools. Examples include new sidewalks along the west side of N 9th Street between Territorial Street and Diamond Hill Road.

5.1.1 Pedestrian Facilities

Shared-Use Paths. Shared-use paths (SUPs) are typically constructed at grade and provide adequate space for use by both pedestrians and bicyclists. SUPs are free from vehicle traffic and generally are set back away from roadways. Usually, SUPs are paved using asphalt or another hard-surface material. SUPs often require significantly more right-of-way than other options, such as sidepaths and walkways, to provide for a fully-separated path. They may also be more expensive to construct than other pedestrian facilities. However, SUPs can facilitate travel for active modes in areas with limited roadway connectivity. By providing space for all active modes that is fully separate from motor vehicles, SUPs provide a higher level of protection for active modes by reducing potential conflicts with motor vehicles.



Photograph 1. Shared-Use Path

Source: National Park Service

Sidewalks. Sidewalks provide a high level of comfort and separation for people walking and using mobility devices. They are located adjacent to roadways and may include a buffer between the travel lane and walkway. Sidewalks are also constructed to accessible standards for people who use mobility devices. They are more expensive to construct than gravel or hard-packed shoulders and require construction of curb and gutter to address drainage issues.



Photograph 2. Wide Shoulder

Source: Pedsafe

Pedestrian Lanes. Pedestrian lanes are typically constructed at grade. Surfaces may include asphalt, hard-packed materials, like compacted gravel, or turf. The area intended for pedestrian travel can be delineated with paint. Pedestrian lanes are relatively easy to construct and cost-effective. They can be added to roads designated as Neighborhood Greenways (see Section 5.2, Bicycling Improvements). However, they provide less protection to pedestrians than sidewalks, and may not be ADA-compliant. Research suggests that designating space for pedestrian travel through walkways or wide shoulders, pedestrian-involved crashes may be reduced by as much 71% (FHWA 2024).

5.1.2 Crossings

Crossing alternatives can improve safety, access, and network connectivity for walking and biking throughout town. Two kinds of crossings are generally considered:

Standard Crossings. Standard crossings refer to basic crossing improvements, most often consisting of pavement markings and signage. Pavement markings include crosswalk markings and stop bars, while signage includes pedestrian crossing signs. Signage may also include stop signs to control traffic at intersections. Standard crossings are relatively low-cost investments that can have a high impact on pedestrian safety in town.

Enhanced Crossings. Enhanced crossings refer to crossings with treatments that improve visibility of pedestrians and/or improve safety for pedestrians. Enhanced crossings can include a range of treatments, such as pedestrian-activated flashing beacons, median refuge islands, and pedestrian-scale lighting. These crossings are more costly than standard marked crossings but substantially improve safety for pedestrians, people using mobility devices, and bicyclists. Research has shown that pedestrian-involved crashes may be reduced by as much as 40% with use of high-visibility crosswalk improvements. Enhanced crossings are reserved for locations within the City’s transportation system support student travel to school or are located along priority pedestrian corridors.



Photograph 3. Enhanced Crossing

Source: ODOT

Table 8. Proposed Pedestrian Improvements

Map ID	Location	Description	Benefits/Impacts
Proposed Pedestrian Improvements			
PB-2	▪ New Alignment between 6th Street and Eagle Park Access Road	▪ Using existing easement, develop new shared-use path connection.	Provides a new direct and more comfortable bicycle and pedestrian connection to Eagle Park along the existing city easement. Recognizes and formalizes existing easement to connect to Eagle Park. May have environmental impacts (i.e., wetlands).
P-4	▪ Sommerville Loop from S 6th Street to Cramer Ave	▪ Improve shared travel condition along Sommerville Loop to improve pedestrian safety and comfort. Treatments may include pedestrian lane or walkway.	Improved shared travel accommodations enhances connectivity to nearby destinations, including connections to Harrisburg High School and Priceboro Park.
P-5	▪ N 9th Street between Diamond Hill Drive and Territorial Drive	▪ Install sidewalks, curb, and gutter on west side of roadway.	Improves connectivity between residential areas and Harrisburg High School.
P-6	▪ S 2nd Street between LaSalle Street and S 3rd St/OR 99E	▪ Complete pedestrian facility connection consistent with bicycle boulevard improvement. Treatment may include pedestrian lane or sidewalk.	Completes pedestrian route along S 2nd Street, consistent with the provision of a dedicated bicycle facility. Increase connectivity to residential areas and other destinations near S 2nd Street and OR 99E.
P-7	▪ S 4th Street between LaSalle Street and Smith Street	▪ <i>Planned Project:</i> Improve pedestrian facilities along rail corridor.	Improves pedestrian north-south connectivity. Improves accessibility and definition of space adjacent to rail corridor.
PB-8	▪ 1st Street between Territorial Street and Schooling Street	▪ Develop shared use path along west side of roadway between Monroe Street and School Street; convert 1st Street to one-way for motor vehicle. Continue shared use path north to Territorial Street.	Creates a low-stress route along the Willamette River, improving access to Riverfront Park.
Proposed Crossing Improvements			
C-2	▪ Smith Street and S 6th Street ▪ Smith Street and N 7th St ▪ S 6th Street, south of Smith Street ▪ N 7th Street and Territorial Street ▪ N 9th Street and Territorial Street	▪ Enhance existing crosswalk through installation of high-visibility continental crosswalk markings, improved signage, and advanced stop lines. RRFBs may be considered at high volume locations and/or key school crossings.	Improves connectivity of the pedestrian network and improves visibility at crossing locations to support access to destinations.

Map ID	Location	Description	Benefits/Impacts
C-3	<ul style="list-style-type: none"> ▪ 2nd Street and Smith Street ▪ 4th Street and Smith Street ▪ S 2nd Street and Kesling Street ▪ S 9th Street and Smith Street ▪ Sommerville Loop and S 6th Street 	<ul style="list-style-type: none"> ▪ Install new standard crosswalk. 	<p>Improves pedestrian connectivity in support of a complete and connect network. Increases visibility at crossing locations. Improves access to destinations.</p>

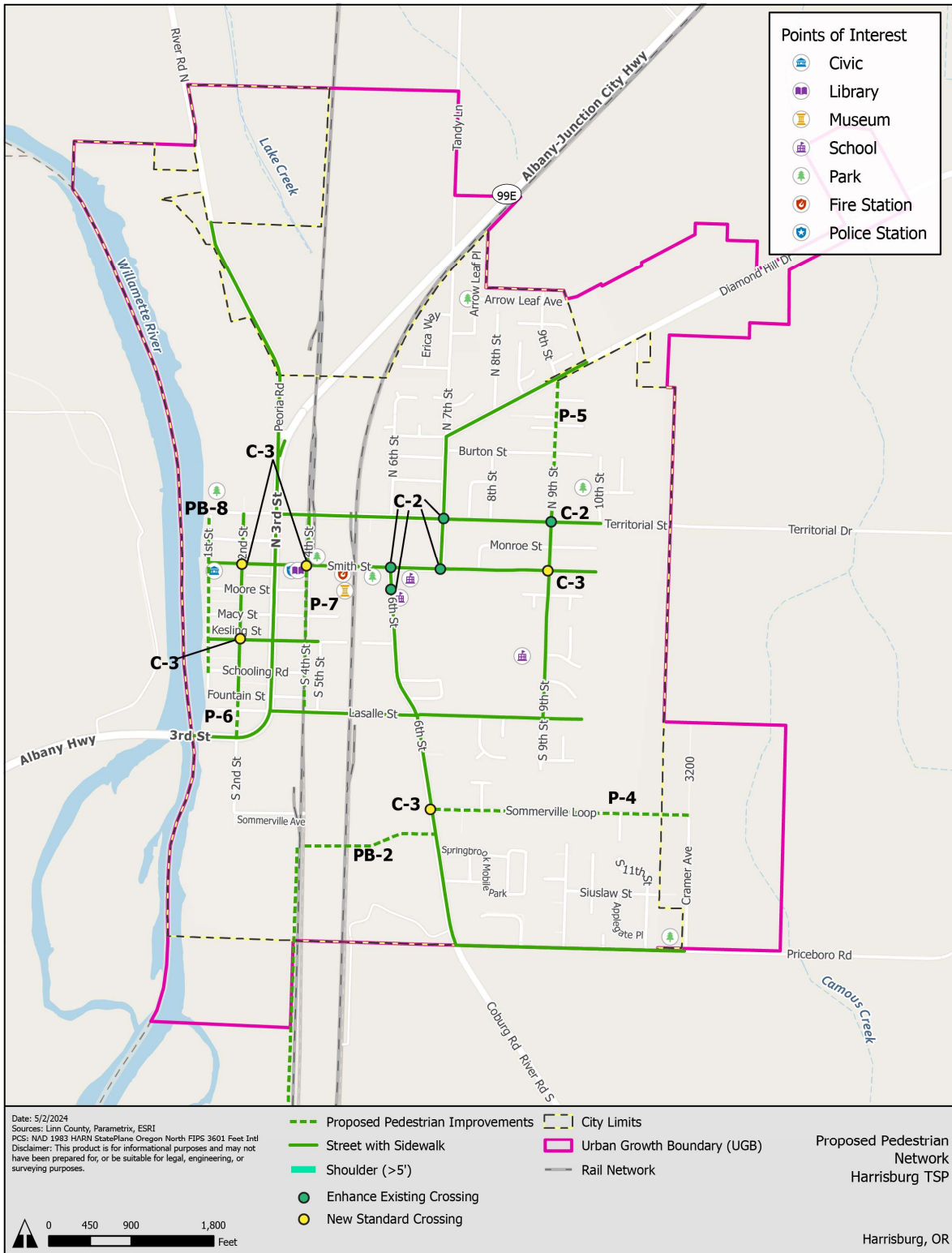


Figure 4. Proposed Pedestrian Network

5.2 Bicycling Improvements

Figure 5 and Table 9 summarize draft bicycling improvements, including low-stress, neighborhood greenway treatments, standard bike lanes, and investments in off-street shared-use paths. Example bicycling improvements are detailed below.

5.2.1 Bicycle Facilities

Shared-Use Paths. As described in the Pedestrian Improvements section, shared-use paths provide adequate space for use by both pedestrians and bicyclists. These are typically paved using asphalt or some other hard-surface material, are free from vehicle traffic, and are typically set back away from roadways or located in their own right-of-way.

Bike Lanes. Bike lanes provide a dedicated space for people to bike. They are intended to be used exclusively for biking without interference from motor vehicles, and run adjacent to traffic lanes, typically in the same direction as motorized traffic.

At a minimum, bike lanes are visually separated from automobile traffic by striping or pavement markers. A spectrum of improvements is available for bike lanes, ranging from conventional bike lanes with a single painted line, to buffered bike lanes as shown in Photograph 4, to protected bike lanes with vertical separation, such as flexible delineators or bollards. The type of improvement recommended is dependent on factors such as traffic volumes, posted speed limit, number of travel lanes, and available right-of-way.

Neighborhood Greenways. Neighborhood greenways are bikeways that provide safe and comfortable travel for people of all ages and abilities. They are instrumental in creating a cost-effective bicycling network on low-traffic, low-speed streets. Greenways are shared-lane facilities where bike traffic and motorized traffic use the same lane without separation. Improvements primarily consist of signage and “sharrow” pavement markings to make navigation easy and to encourage people to walk and bike. However, they may also include traffic calming measures, such as speed tables, to slow traffic and prioritize bicycle and pedestrian travel. With traffic calming measures in place, neighborhood greenways also provide benefit to pedestrian travel. These routes would join with other pedestrian and biking facilities to form a network that is continuous and connected.



Photograph 4. Buffered Bike Lane

Source: City of Corvallis



Photograph 5. Neighborhood Greenway

Source: City of Seattle

Table 9. Proposed Bicycle Improvements

Project Number	Location	Description	Benefits/Impacts	Previous TSP
B-2	<ul style="list-style-type: none"> LaSalle Street between S 2nd Street and S 3rd Street 	<ul style="list-style-type: none"> Develop bicycle boulevard, prioritizing bicycle travel through traffic calming and signage. Dependent on crossing improvements at LaSalle Street. 	Increases network connectivity across S 3rd Street by enhancing connections between S 2nd Street and existing bike lane on LaSalle Street.	No
B-3	<ul style="list-style-type: none"> LaSalle Street between S 6th Street and S 9th Street 	<ul style="list-style-type: none"> Extend bicycle facility east of 6th St. Improvements may include a striped bicycle lane or bicycle boulevard. 	Extends existing bike lane on LaSalle to improve connectivity to residential areas east of S 6th Street as well as improved connectivity to Harrisburg High School.	Yes
B-4	<ul style="list-style-type: none"> Smith Street between 1st Street and 9th Street 	<ul style="list-style-type: none"> Develop bicycle boulevard, prioritizing bicycle travel through traffic calming and signage. 	Creates a low-stress east-west connection between downtown Harrisburg, Harrisburg Elementary and Middle Schools, and residential areas in the east of the city.	No
B-5	<ul style="list-style-type: none"> Kesling Street between 1st Street and S 5th Street 	<ul style="list-style-type: none"> Develop bicycle boulevard, prioritizing bicycle travel through traffic calming and signage. 	Creates a low-stress east-west connection across OR 99E.	Yes
B-7	<ul style="list-style-type: none"> N 6th Street, N Dempsey Street, and N 7th Street between Territorial Street and City Limits 	<ul style="list-style-type: none"> Develop bicycle boulevard, prioritizing bicycle travel through traffic calming and signage. 	Improves connectivity to Arrowleaf Park and Harrisburg schools.	No
B-8	<ul style="list-style-type: none"> N 7th Street between Smith Street and Territorial Street 	<ul style="list-style-type: none"> Develop bicycle boulevard, prioritizing bicycle travel through traffic calming and signage. 	Improve connectivity between neighborhoods in northern areas of Harrisburg with schools and downtown destinations.	Yes
B-9	<ul style="list-style-type: none"> 9th Street between Diamond Hill Drive and Sommerville Loop 	<ul style="list-style-type: none"> Develop bicycle boulevard, prioritizing bicycle travel through traffic calming and signage. Treatment should continue with future extension of 9th Street. 	Improve connectivity to Harrisburg schools from residential areas east and north of schools; improve comfort and safety for students traveling to school by active modes.	No
B-10	<ul style="list-style-type: none"> Connection between N 1st Street/Territorial and OR 99E 	<ul style="list-style-type: none"> Develop connection between N 1st Street proposed bikeway and existing bike lane on southbound OR 99E, if B-1 Alternative 2 is selected. 	Expands bicycle network connection into Harrisburg to meet guidance identified in the <i>Highway Design Manual</i> . Requires coordination with private property.	Yes
B-11	<ul style="list-style-type: none"> Territorial Street between N 2nd Street and N 4th Street 	<ul style="list-style-type: none"> Develop bicycle lane connection to N 2nd Street and N 4th Street bikeways, if B-1 Alternative 2 is selected. 	Expands bicycle network connection into Harrisburg to meet guidance identified in the <i>Highway Design Manual</i> .	Yes

Project Number	Location	Description	Benefits/Impacts	Previous TSP
B-12	<ul style="list-style-type: none"> ▪ Territorial Street between N 6th Street and N 7th Street 	<ul style="list-style-type: none"> ▪ Install striped bicycle lane, in coordination with projects B-7 and B-8. 	Improves bicycle connectivity between residential areas, Arrowleaf Park, and Harrisburg Schools. Parking removal or consolidation may be required.	No

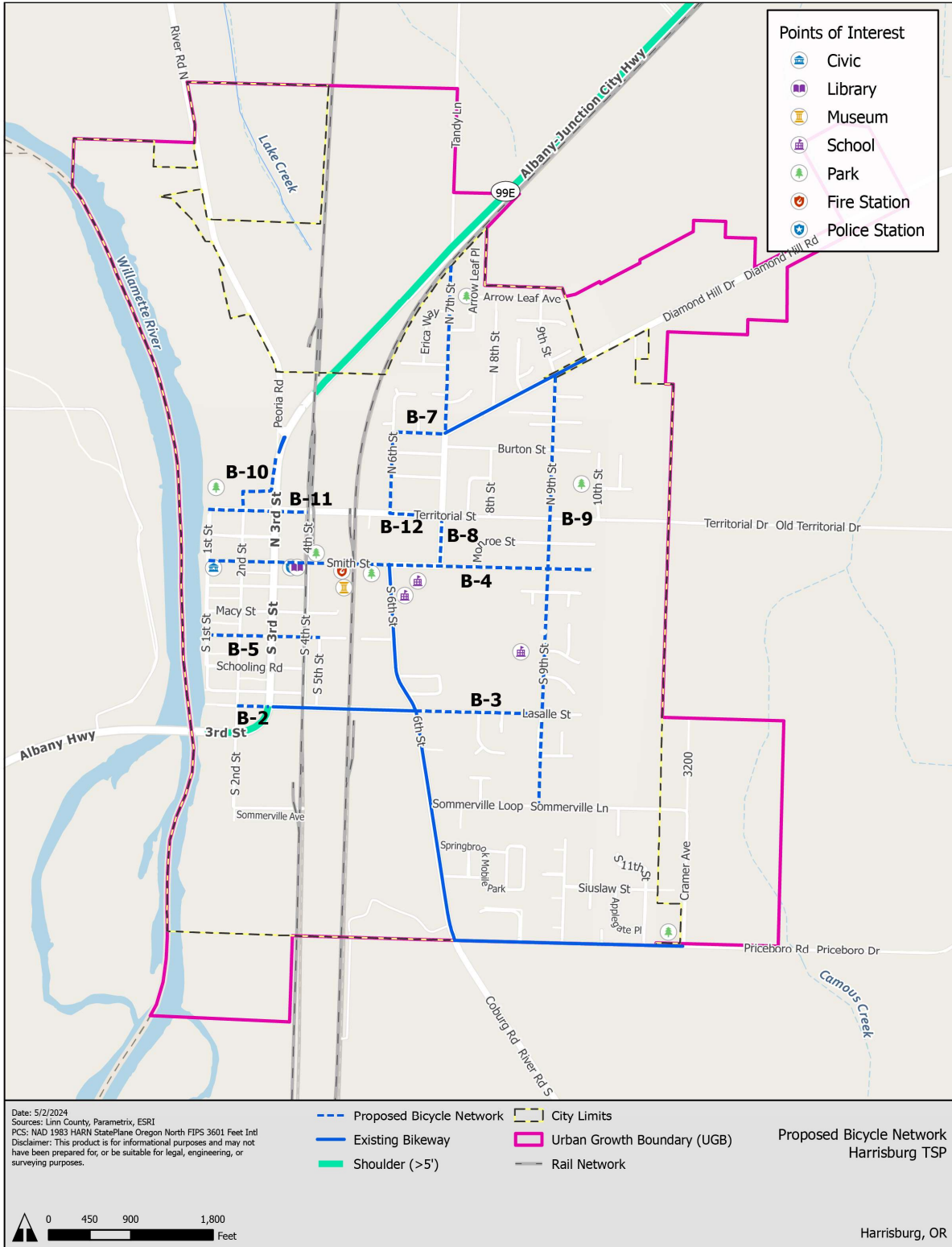


Figure 5. Proposed Bicycle Network

6. Public Transportation

There is currently no transit service in Harrisburg. There is an existing transit service in Junction City, less than 5 miles away. There appears to be a sufficiently wide sidewalk or shoulder on the northwest side of the highway between the two cities but it would take about 2 hours of walking with no apparent rest areas. The 1999 TSP identified public interest in expanding coordination with Lane Transit District to establish a stop on the Lane County side of the Willamette Bridge; additional interest was expressed for limited service leaving from downtown Harrisburg. This limited service proposal included one stop in the morning and one stop in the evening.

Advancing public transportation in and near Harrisburg will require further exploration of intended customers, destinations served, operational partners, and scale of investment. In all instances, STIF is a potential source of funding, but would require partnership with a qualified entity, such as the Oregon Cascades West Council of Governments, to access this funding. Table 10 below summarizes several options and additional considerations to help guide next steps.

Table 10. Public Transportation Approaches

Transit Improvement	Who Benefits?	Potential Operators	Cost (\$ - \$\$\$\$)	Regional Examples	Considerations
Local Circulator. A short-distance fixed-route or deviated fixed-route service that can improve connection to other transit systems, local destinations, and services. Could connect to LTD Route 95 in Junction City.	Residents traveling to local destinations and every day needs, like shopping in Harrisburg. Harrisburg residents connecting to other transit service to reach employment or service destinations in Lane County.	<ul style="list-style-type: none"> City of Harrisburg Linn County Cascades West Transportation 	\$\$\$	<ul style="list-style-type: none"> Linn Shuttle – Operated by non-profit Senior Citizens of Sweet Home; the shuttle provides a fixed-route connection between Sweet Home, Lebanon, and Albany. Service is available Monday through Friday. 	<ul style="list-style-type: none"> Requires ongoing funding and staff support. Requires vehicle purchase, maintenance, and operation.
Intercity Fixed Route. Work with Link Lane or Cascade West to establish intercity route between Harrisburg and Eugene. Could operate several round trips per day during morning and evening.	Residents traveling to regional transit hubs.	<ul style="list-style-type: none"> Link Lane Cascades West Transportation 	\$-\$\$\$	<ul style="list-style-type: none"> Linn-Benton Loop – The City of Albany (contractor) operated the inter-city loop service to connect Albany and Corvallis. Program is a partnership between agencies and education providers. Service is available Monday through Saturday. 	<ul style="list-style-type: none"> Requires ongoing funding and staff support. May require vehicle purchase, maintenance, and operation. Jurisdictional coordination; the stop locations in other cities determine the usefulness of service. More trips per day requires more vehicles, staff.
Dial-a-Ride. Demand responsive service that requires advance reservations for trips.	Harrisburg residents traveling within Harrisburg; residents connecting to other transit service to reach employment and services in Lane County.	<ul style="list-style-type: none"> City of Harrisburg Linn County Cascades West Transportation Private company (taxi, ride hail) 	\$\$\$	<ul style="list-style-type: none"> Sweet Home Dial-A-Bus – Operated by non-profit Senior Citizens of Sweet Home and provides curb-to-curb service for people within the boundaries of the Sweet Home School District. Service is available Monday through Friday and must be scheduled in advance. Lebanon Dial-A-Bus Provides curb-to-curb service for people within the boundaries of the City of Lebanon. Service is available Monday through Friday; reservations are not required. 	<ul style="list-style-type: none"> Requires ongoing funding and staff support. Requires vehicle purchases, maintenance. Could provide vouchers for people to schedule trips with existing providers, or operate service.
Volunteer Driver Programs. Transportation service where volunteer drivers provide transportation services. This may include volunteer vehicles as well as vehicles that are owned or leased by the organization providing transportation.	Harrisburg residents traveling within Harrisburg or traveling to meet every day needs, such as shopping or other services in nearby communities.	<ul style="list-style-type: none"> City of Harrisburg Linn County Cascades West Transportation 	\$-\$\$	<ul style="list-style-type: none"> Transportation Reaching People – Clackamas County residents over the age of 65 or who have a disability are given rides free of charge to medical appointments, shopping, or other essential errands. Volunteer drivers provide rides using private vehicles, then are reimbursed for mileage. 	<ul style="list-style-type: none"> Requires ongoing funding and staff support. Could require vehicle purchase, maintenance.
Carpool Program Support. Promote and provide coordination support for a carpool program to help people working outside of Harrisburg reach employment locations.	Employees commuting outside of Harrisburg.	<ul style="list-style-type: none"> City of Harrisburg Cascade West/OCWCOG Major Employers 	\$	<ul style="list-style-type: none"> Get There Oregon – Statewide platform that helps connect to commuters with carpool and vanpool options. Provides additional educational resources and support for commuters and employers. 	<ul style="list-style-type: none"> Requires ongoing funding and staff support, depending on level of implementation. May be opportunities to coordinate with major employers. Can leverage existing Get There Oregon programs.

LTD = Lane Transit District; OCWCOG = Oregon Cascades West Council of Governments

7. Improvement Evaluation

Table 11 shows the evaluation of the projects and programs considered in the previous sections. The technical evaluation aids in selection of the preferred improvements, in combination with feedback received from the City, ODOT, other project partners, and the public. Each project and program idea is evaluated using a Consumer Reports–style scale:

- Project meets or fully addresses the criterion
- ◐ Project partially meets or addresses the criterion
- Project does not meet or has negative impacts with respect to the criterion

N/A Not applicable

The forthcoming Technical Memorandum 4 will identify improvements as near-term (0 to 5 years), medium-term (5 to 10 years), and long-term (> 10 years) based on their perceived level of implementation difficulty, as well as the timing and scale of the need a given project or program addresses, using the results of this evaluation as part of the decision-making process.

Table 11. Project Evaluation

Map ID	Location	Improvement Concept	Evaluation Criteria						Improvement Time Frame (Near-, Medium-, and Long-Term)
			Enhances Multimodal Options	Addresses Known Safety Issue	Walking/Cycling Improvement	Improves Freight Access	Roadway System Performance	Minimizes Impacts (ROW, Environmental, etc.)	
R-1	OR 99E/S 3rd Street and LaSalle Street Intersection	Alternative 1: Roundabout.	●	◐	●	○	◐	○	N/A
		Alternative 2: Signalization.	●	◐	●	●	●	●	Medium/Long
PB-3	S 3rd Street from 2nd Street to LaSalle Street	Complete shared-use path on east/south side of roadway.	●	●	●	N/A	◐	◐	Medium
C-1	OR 99E/S 3rd Street and Kesling Street, OR 99E/S 3rd Street and Smith Street, OR 99E/S 3rd Street and LaSalle Street	Install enhanced crossings.	●	●	●	N/A	◐	◐	Near
B-1	OR 99E/S 3rd Street	Alternative 1: Implement bicycle facilities on S 3rd Street	◐	◐	●	N/A	○	○	N/A
		Alternative 2: Develop parallel bicycle routes on 2nd Street and 4th Street..	●	●	●	N/A	◐	●	Near
R-2	Riley Way between N 6th Street and N 7th Street	Complete Riley Way between N 6th Street and N 7th Street in coordination with development.	●	N/A	◐	N/A	●	○	Medium
R-3	S 9th Street between Sommerville Loop and Siuslaw Street	Complete connection between S 9th Street north of Sommerville Loop to S 9th Street north of Siuslaw Street; coordination with development.	●	N/A	◐	N/A	●	○	Medium
R-4	Cramer Street Extension	Implement a new collector supporting north-south travel in eastern area of UGB in coordination with development.	○	N/A	○	●	●	○	Long
R-5	LaSalle Street, east of 9th Street	Extend LaSalle Street east of 9th Street in coordination with development.	◐	N/A	◐	N/A	●	○	Long
R-6	Smith Street, east of 9th Street	Extend Smith Street east of 9th Street in coordination with development.	◐	N/A	◐	N/A	●	○	Long
R-7	10th Street	Develop new alignment to connect 10th Street with Sommerville Loop	◐	N/A	○	N/A	●	○	Long
R-8	Sommerville Loop, west of S 6th Street	Reduce roadway standard or vacate alignment.	N/A	N/A	N/A	N/A	N/A	●	Medium
R-9	Diamond Hill Drive and N 7th Street	Improve intersection safety and operations.	◐	●	◐	◐	TBD	TBD	Long
PB-2	New Alignment between 6th Street and Eagle Park Access Road	Using existing easement, develop new shared-use path connection.	●	◐	●	N/A	◐	◐	Long
P-4	Sommerville Loop from S 6th Street to Cramer Avenue	Improve shared travel condition along Sommerville Loop to improve pedestrian safety and comfort. Treatments may include pedestrian lane or walkway.	●	●	●	N/A	N/A	◐	Medium
P-5	N 9th Street between Diamond Hill Drive and Territorial Drive	Install sidewalks, curb, and gutter on west side of roadway.	●	●	●	N/A	◐	◐	Near
P-6	S 2nd Street between LaSalle Street and S 3rd St/OR 99E	Complete pedestrian facility connection consistent with bicycle boulevard improvement. Treatment may include pedestrian lane or sidewalk.	●	◐	●	N/A	N/A	◐	Medium
P-7	S 4th Street between LaSalle Street and Smith Street	Planned Project. Improve pedestrian facilities along rail corridor.	●	●	●	N/A	◐	◐	Near
PB-8	1st Street between Territorial and Schooling	Develop shared use path along west side of roadway; convert 1st Street to one-way for motor vehicle traffic.	●	◐	●	N/A	◐	◐	Long

Map ID	Location	Improvement Concept	Evaluation Criteria						Improvement Time Frame (Near-, Medium-, and Long-Term)
			Enhances Multimodal Options	Addresses Known Safety Issue	Walking/ Cycling Improvement	Improves Freight Access	Roadway System Performance	Minimizes Impacts (ROW, Environmental, etc.)	
C-2	<ul style="list-style-type: none"> Smith Street and S 6th Street Smith Street and N 7th Street S 6th St, south of Smith Street N 7th Street and Territorial Street N 9th Street and Territorial Street 	Enhance existing crosswalk through installation of high-visibility continental crosswalk markings, improved signage, and advanced stop lines. RRFBs may be considered at high volume locations or key school crossings.	●	●	●	N/A	●	●	Medium
C-3	<ul style="list-style-type: none"> 2nd Street and Smith Street 4th Street and Smith Street S 2nd Street and Kesling Street S 9th Street and Smith Street Sommerville Loop and S 6th Street 	Install new standard crosswalk.	●	●	●	N/A	●	●	Near
B-2	LaSalle Street between S 2nd Street and S 3rd Street	Develop bicycle boulevard to connect 2nd Street bicycle boulevard with LaSalle Street east of OR 99E. Should be coordinated with improvement to LaSalle Street and OR 99E intersection.	●	●	●	N/A	●	●	Medium
B-3	LaSalle Street between S 6th Street and S 9th Street	Extend bicycle facility east of 6th Street. Improvements may include a striped bicycle lane or bicycle boulevard.	●	●	●	N/A	●	●	Medium
B-4	Smith Street between 1st Street and 9th Street	Develop bicycle boulevard prioritizing bicycle travel through traffic-calming and signage.	●	●	●	N/A	●	●	Medium
B-5	Kesling Street between 1st Street and S 5th Street	Develop bicycle boulevard, prioritizing bicycle travel through traffic calming and signage.	●	●	●	N/A	●	●	Medium
B-7	N 6th Street, N 7th Street, and Dempsey Street between Territorial Street and City Limits	Develop bicycle boulevard prioritizing bicycle travel through traffic-calming and signage.	●	●	●	N/A	●	●	Long
B-8	N 7th Street between Smith Street and Territorial Street	Develop bicycle boulevard prioritizing bicycle travel through traffic-calming and signage.	●	●	●	N/A	●	●	Medium
B-9	9th Street between Diamond Hill Drive and Sommerville Loop	Develop bicycle boulevard prioritizing bicycle travel through traffic-calming and signage. Treatment should continue with future extension of 9th Street.	●	●	●	N/A	●	●	Medium
B-10	Connection between N 1st Street/Territorial and OR 99E	If bicycle boulevard alternatives are selected for OR-99E, develop connection between N 1st Street proposed bikeway and existing bike lane on southbound OR 99E. May include coordination with private property.	●	●	●	N/A	○	○	Medium/Long
B-11	Territorial Street between N 1st Street and N 4th Street	If bicycle boulevard alternatives are selected for OR-99E, develop bicycle lane connection to N 2nd Street and N 4th Street bikeways. Extend connection to proposed 1st Street shared use path.	●	●	●	N/A	●	●	Medium
B-12	Territorial Street between N 6th Street and N 7th Street	Install striped bicycle lane, in coordination with projects B-7 and B-8.	●	●	●	N/A	●	●	Medium

N/A = not applicable; ODOT = Oregon Department of Transportation; RRFB = rectangular rapid-flashing beacon; UGB = urban growth boundary
Near Term = 5 years; Medium Term = 5-10 years; Long Term = More than 10 years

8. Standards and Targets

8.1 Local Street Standards

Table 12 shows the current adopted local street standards for Harrisburg. These apply to new or redeveloped local streets.

Table 12. Street Standards

Street Type	Extra Right-of-Way Width	Planter or Utility	Sidewalks	Bike Lane	Parking Lane	Travel or Turn Lane	Railroad Corridor	Minimum Street Width	Right-of-Way Width
Alleys									
Right-of-Way	2 ft	-	-	-	-	-	-	12 ft	14 ft
Street	-	-	-	-	-	12 ft	-		
Neighborhood/Local									
Right-of-Way	1 ft	5 ft	5 ft	-	8 ft	10 ft	-	29 ft	45-50 ft
Street	-	-	-	-	8 ft	10 ft	-		
Collectors									
Right-of-Way	1 ft	6 ft	6 ft	6 ft	8 ft	11 ft	-	36 ft	60 ft
Street	-	-	-	6 ft	8 ft	11 ft	-		
Arterials									
Right-of-Way	1 ft	6 ft	6 ft	6 ft	8 ft	12 ft	-	48 ft	60-72 ft
Street	-	-	-	6 ft	8 ft	12 ft	-		
Transit/Rail Corridor									
Right-of-Way	1 ft	-	5 ft	-	8 ft	14 ft	14-20 ft	48 ft	60-72 ft
Street	-	-	5 ft	-	8 ft	14 ft	14-20 ft		
Recreational Street									
Right-of-Way	1 ft	6 ft	6 ft	6 ft	8 ft	-	-	36 ft	60 ft
Street	-	-	-	6 ft	8 ft	11 ft	-		

Source: [City of Harrisburg Oregon Municipal Code](#) (2024), Chapter 18.85

ft = feet; in = inches

Table 13 lists potential recommended updates or considerations for the local street standards to reflect the latest best practices in transportation system design and development, considering both American Association of State Highway and Transportation Officials and National Association of City

Transportation Officials standards. As no new arterial streets have been identified, the proposed updates to local street standards focus on Commercial, Collector, and Local street classifications.

Table 13. Recommended Street Standard Updates

Street Characteristic	Collector		Neighborhood/Local	
	Current	Potential Change	Current	Potential Change
Travel Lane Width	11 ft.	No change.	10 ft	No change.
Parking	Both sides, 8 ft	No change.	Both sides, 8 ft	No change.
Bike Lanes	Both sides, 6 ft.	No change.	None	None, but add sharrows and greenway treatments if part of Neighborhood Greenway system.
Sidewalks	Both sides, 6 ft	No change.	Both sides, 6 ft.	No change.
Provision of Conduits	No standard.	At the direction of the city engineer.	No standard.	At the direction of the city engineer.

8.2 Access and Roadway Spacing

Table 14 shows existing roadway spacing standards, and Table 15 show Harrisburg’s current adopted vehicular access and circulation standards. The standards apply to new developments or changes in land uses entailing a new or modified street or highway connection.

Table 14. Existing Roadway Spacing Standards

Zoning	Maximum Block Size (Street to Street)	Minimum Block Size (Street to Street)
Residential	750 ft	200 ft
Downtown/Main Street	400 ft	200 ft
General Commercial/Light Industrial	1,000 ft	100 ft

Source: [City of Harrisburg Oregon Municipal Code](#) (2024), Chapter 18.85
ft = feet

Table 15. Existing Vehicular Access and Circulation Standard

Functional Classification	Minimum Approach Separation from Street Intersections	Minimum Approach Spacing
Arterial	100 ft	150–250 ft
Collector	50 ft	50–100 ft
Local	20 ft	20 ft

Source: [City of Harrisburg Oregon Municipal Code](#) (2024), Chapter 18.70.
Where existing conditions and easements limit separation distances, the City Engineer may grant reductions of up to 25%.
ft = feet

8.3 Traffic Impact Analysis

City code allows for requiring a traffic impact analysis as part of an application for development, change in use, or change in access. A traffic impact analysis is required when one or more of the following are involved:

- Change in zoning or a plan amendment designation.
- Operational or safety concerns documented in writing by a road authority.
- An increase in site traffic volume generation by 300 average daily trips or more.
- An increase in the peak-hour volume of a particular movement to and from a street or highway by 20% or more.
- An increase in the use of adjacent streets by vehicles exceeding the 20,000 pound gross vehicle weights by 10 vehicles or more per day.
- Existing or proposed approach or access connections do not meet minimum spacing or sight distance requirement. Location for entering/leaving property is restricted or vehicles are likely to queue/hesitate at a connection and create a safety hazard.
- A change in internal traffic patterns that may cause safety concerns.
- A traffic impact analysis required by ODOT pursuant to OAR 734-051.

Any proposed code amendments required to support implementation of the TSP will be considered during development of Technical Memorandum 5, which will include potential code amendments.

8.4 Local Mobility Standards

The City has not adopted mobility standards for local roadways or intersections. The City could consider adopting local mobility standards for all intersections within the city that would complement the traffic impact analysis standards noted above and identify standards based on types of intersection control.

9. References

FHWA (Federal Highway Administration). 2024. Walkways. Accessed May 9, 2024.
<https://highways.dot.gov/safety/proven-safety-countermeasures/walkways>.

ODOT (Oregon Department of Transportation). 2023. Analysis Procedures Manual Version 2.
Accessed May 9, 2024. <https://www.oregon.gov/odot/planning/pages/apm.aspx>.

ODOT. 2024. Highway Design Manual. Accessed May 9, 2024.
<https://www.oregon.gov/odot/engineering/pages/hwy-design-manual.aspx>.

U.S. DOT (United States Department of Transportation). 2022. Safe System Approach. Accessed May 9, 2024. <https://www.transportation.gov/NRSS/SafeSystem>

Appendix A

Traffic Analysis Results:
(Available in the City Recordors' Office)

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF FORMALLY ADOPTING INTERNAL POLICY NO. HIP 23-4.01, AND THE REVISED JOB DESCRIPTION FOR THE PUBLIC WORKS DIRECTOR

STAFF REPORT:

- Exhibit A: HIP 23-4.01
- Exhibit B: Revised Job Description

ACTION: MOTION TO FORMALLY APPROVE HARRISBURG INTERNAL POLICY (HIP) 23-4.01 AND THE REVISED JOB DESCRIPTION FOR THE PUBLIC WORKS DIRECTOR

THIS AGENDA BILL IS DESTINED FOR: Agenda – August 13, 2024

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	Yes/No	N/A

STAFF RECOMMENDATION:

Staff recommends the Council adopt HIP 23-4.01 and the revised Job Description for the Public Works Director

BACKGROUND INFORMATION:

In both the Investigative Report prepared by the OGEC, and during the meeting itself, the OGEC employee questioned whether the City Administrator had the authority to approve Internal Policies and Job Descriptions. In Harrisburg, the City Administrator does have that authority. Both documents were shared with the City Council during an Executive Session in the past.

After consulting with our City Attorney, it was determined that we should eliminate any doubt whatsoever that the City Council approves both the Internal Policy- HIP 23-4.01 that was created, shown in **Exhibit A**, as well as the Job Description for the Public Works Director. This can be found in **Exhibit B**. The Job Description and Internal Policy together meet the requirements of the IRS in the 2024 IRS Publication 15-B.

The Public Works Director agreed to the policy and the job description back in December 2023, and January 2024 respectively.

REVIEW AND APPROVAL:



Michele Eldridge, City Administrator 08.07.24

CITY OF HARRISBURG

HIP 23-4.1 CITY STAFF ON PUBLIC PROPERTY AS CARETAKER

Approved:

23-4.1.010 Purpose

This policy defines how the City of Harrisburg will allow an employee to reside on City property as a caretaker. This specific policy and the presence of a caretaker is allowed due to the recommendations provided by the American Water Infrastructure Act (AWIA), and those rules and procedures that are included in the City's Certified Risk & Resilience Assessment and the Emergency Response Report.

23-4.1.020 Policy

1. This policy only applies to an Employee of the City who resides on Publicly Owned Property as a Caretaker, due to fulfillment of the security requirements of the Certified Risk & Resilience Assessment that is part of the AWIA.
2. The City Administrator must approve the presence of a recreational vehicle being used for the purposes expressed by this policy prior to the presence of the recreational vehicle on City property.
3. Employee must have their own privately owned Recreational Vehicle, which is allowed to park on City property.
 - a. The RV unit must privately contain all utilities (water, sewer, and power) needed for the employee to use it as a residential dwelling while on City property.
 - b. During winter months, the employee may have access to power during inclement weather; the employee must notify the City Administrator prior to using the power. Payment for power use can be set up on per day average basis payable once monthly as agreed prior to use.
4. The primary purpose of allowing any dwelling on public property is to have the dwelling act as a deterrent to the presence of people who are trespassing on City property.
5. The City allows occupancy of the recreational vehicles subject to this policy only under the terms of ORS 91.122. This policy is created in order to not create a tenancy subject to the Oregon Landlord Tenant act. Under ORS 90.110, Caretaker's right to occupancy is conditional upon employment in and around the premises.
6. Alterations & Improvements: The employee is prohibited from making material alterations, changes, improvements or construction on the property without prior written consent from the City Administrator.

23-4.1.030 Caretaker Responsibilities

1. The primary purpose for the employee dwelling at this location is to have the home act as a deterrent to those people who are trespassing on City property. While the caretaker will generally be present at the property at nighttime, it is not meant to be a condition of the allowance of the dwelling unit that the caretaker be present at all times.
2. Crimes in Progress: It is the caretaker's responsibility to protect the City's real property, buildings, and equipment from trespassing, theft, vandalism, littering and unlawful dumping of trash, and any other violations of the law. In the event that the caretaker observes any person(s) committing any crime on City Property at the dwelling location, they must immediately notify law enforcement and provide information in relation to any crimes or violations being committed. In the event of any arrests made by law enforcement, the caretaker shall sign the complaint and must cooperate as a witness throughout the investigations and prosecution of such person. Nothing in this policy shall be interpreted as a directive to the caretaker to engage in behaviors that would be reasonably expected to cause physical injury to the Caretaker.
3. Discovery of Damage: The City and/or Caretaker shall conduct daily inspection of the grounds, buildings and equipment located in the vicinity of the dwelling, and must immediately report any thefts, vandalism, unlawful trash dumping or similar incidents to law enforcement and the City Administrator depending upon severity of act. If the City or Caretaker discovers needed repairs or maintenance needed to the grounds, building, or equipment, then the repair or maintenance can be scheduled during normal business hours or in the event of an emergency, by contacting emergency services.
4. Violation of Law: Caretaker must abide by all federal, state, and local laws and regulations while on the property.
5. Motor Vehicles: Caretaker is allowed to have vehicles, as well as other recreational units on the property at this location. An inventory should be provided for the presence of other vehicles if they should exceed four motor vehicles. An additional trailer, and/or camper unit is allowed to be stored at this location. Caretaker is responsible for ensuring that all vehicles of any type are properly insured and registered as required under state law.
 - a. Caretaker is prohibited from driving any vehicle on the property on a surface that is not otherwise allowed by City vehicles except in the case of an emergency.
6. Guests: Caretaker is permitted to have guests while living at the property. However, all guests must follow the same protocol as any other employee using the facility where the Caretaker is allowed and must sign the location log. Guests may not stay at the facility for a period longer than two weeks, without express approval of the City Administrator.
7. Insurance: Caretaker must carry their insurance for all personal vehicles, RV's or property located on City property. Caretaker must not allow or permit any person to do anything on the premises, or any part thereof that would cause

an increase in the rate of any insurance on City property. Renter, hazard and liability insurance coverage for the Caretaker and the Caretakers property, if any, is the sole responsibility of the Caretaker.

- 8. Hold Harmless: Caretaker shall hold harmless, indemnify and defend the City from any claims, demands, losses, actions or expenses, including attorney fees, to which the City may be subject by the reason of property damage or personal injury arising or alleged to arise out of the use or condition of the described property caused by the negligence, acts, or omissions of the City.
- 9. Damages: Caretaker will be responsible for all damages resulting from the Caretaker, visitors/guests of the Caretaker, or Caretakers family's abuse of the property. Caretakers must not engage in and/or conduct any illegal activities on the property.
- 10. Rent: The caretaker is providing security services to the City of Harrisburg while they are present in the recreational vehicle as part of the AWIA and the rules and procedures that are included in the City's Certified Risk & Resilience Assessment and the Emergency Response Report. The employee/caretaker is being allowed to reside on public property as it is a part of their job description.
- 11. Term: This policy shall be applicable at the time of signing by the employee who is acting as a Caretaker on City property. The Caretaker is allowed to occupy their recreational vehicle on City property as part of their regular job duties, and as required by the AWIA, and the City's Assessment and Emergency Response Report.
 - a. The allowance of the RV and other vehicles on City property will automatically terminate in the event that the employee ceases to be employed by the City, whether they voluntarily leave, are discharged by the City from their position, or upon the discovery or occurrence of a condition that causes the property to be uninhabitable. However, the occupancy by this caretaker may be terminated only pursuant to ORS 91.120.
 - b. Caretaker shall not assign this policy or grant any concession or license to use the designated land or any part thereof. Any assignment, subletting, concession, or licensing agreement made by Caretaker shall be void and shall at the City's option, terminate this policy allowance.

23-4.1.040 Other Considerations:

- 1. Right of Inspection: The City shall have the right at all reasonable times, after 24 hours' notice unless waived by the Caretaker to be in the immediate vicinity of the dwelling unit and immediate area surrounding that area for the purpose of inspecting the building, grounds, utilities, and improvements thereon. The City may not have access to the residential dwelling without first obtaining a warrant to do so, and only if reasonable evidence shows the presence of toxic,

inflammable, explosive or illegal items if they are located inside the dwelling unit.

- 2. Absences: Caretaker must notify the City Administrator if an absence is planned for longer than 5 consecutive days. [City employees are already present on the property on a daily basis, including weekends and holidays].
- 3. Attorney Fees: In the event either party to this policy initiates any suit, action or appeal on any matter related to this policy, then the City before whom such suit, action or appeal is taken, shall award to the prevailing party such attorney fees as the Court shall deem reasonable, consider the complexity, effort and result again the party who shall not prevail, and such award and all allowable costs of the event may be either added to or deducted from the balance due under this policy, or be a separate obligation as appropriate.
- 4. Animals: The Caretaker is allowed to have small pets at their residence, such as dogs, cats, or birds.
 - a. Any pets must be properly licensed and have vaccinations as required by state and local law.
 - b. Pets must have no history of aggressive, threatening, and/or violent behavior.
 - c. Caretaker shall notify the City Administrator of any personal injury or property damage caused by their pet.
 - d. Caretaker agrees to keep proper control and restraints on their pets when outside the RV unit, and agrees to keep pets from being unnecessarily noisy or aggressive and causing annoyance or discomfort to others and will remedy immediately any complaints made through the owners.
 - e. Caretaker agrees to immediately pay for any damage, loss, or expense caused by their pet.
 - f. Caretaker must carry liability insurance sufficient to cover any damage or injury caused by the pet.
 - g. Caretaker, guests, and invitees shall indemnify, defend and hold City, city's agents, employees, public officials and volunteers harmless from and against any actions, suits, claims and demands (including legal fees, costs and expenses) arising from damage or injury to any person or property of others by any pet owned, kept, housed, or maintained by Caretaker, their guests, or invitees.
 - h. No livestock, chickens, or other pets shall be allowed by the caretaker at this location.

23-4.1.050 Termination:

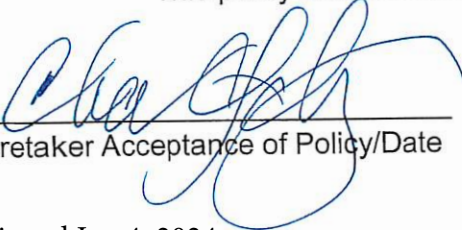
- 1. The residency on City property may be terminated by either party upon at least five (5) days' written notice to the other party.
 - a. Upon termination, whether by the Caretaker, or the City, the Caretaker will have until the end of the notice period to remove all

personal property. The City Administrator may allow additional time to remove personal property, at their discretion.

- b. Any property of Caretaker remaining after the allotted time may be removed by the City at the expense of the Caretaker, and will be held for a time period as allowed by state and/or local laws.

23-4.1.060 Review and Update:

This policy shall be reviewed every three years by the City Administrator.

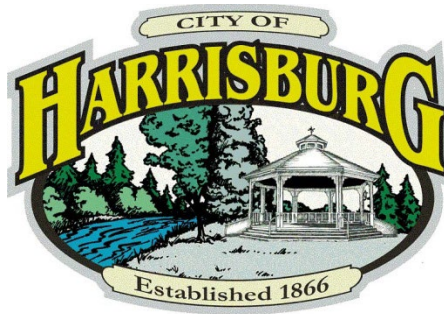


Caretaker Acceptance of Policy/Date



City Administrator Approval/Date

Signed Jan 4, 2024



Public Works Director Position Description

Reports to: City Administrator

Job Summary: The Public Works Director performs a wide variety of tasks related to the infrastructure of the city, and provision of utility services to the citizens of Harrisburg. (S)he plans, organizes, directs, and maintains the water system, wastewater system, and street system for the city, as well as providing storm water services, parks construction and maintenance, and facility maintenance for all city owned properties.

The position is salaried and exempt from overtime wages.

Supervisory Responsibility: The employee supervises the Public Works Foreman, who supervises the Public Works Crew.

Essential Duties/Functions and Responsibilities

1. Responds to customer questions, concerns, complaints and requests regarding public works matters over the telephone, in person, and by electronic communication with patience and diplomacy.
2. Keeps supervisor informed of job related matters. Willingly accepts direction from supervisor and other staff.
3. Coordinates all planning, budgeting, construction, maintenance, and repair projects for all city wide infrastructure systems, including water, sewer, storm water, parks, and streets.
4. Manages the backflow prevention program for the city.
5. Advises the City Council of public works issues in the city. Prepares agendas and staff reports. Attends and participates in other meetings, as assigned.
6. Provides policy recommendations in regards to Public Works matters to City Staff and the City Council. Recommends changes to Ordinances.
7. Works with regulatory agencies to ensure compliance with federal and state law and other regulatory requirements.
8. Monitors all city wide public works projects, including overseeing work done by contracted employees, and contractors hired through the standard bidding processes.
9. Works closely with the City Engineer in identifying and planning infrastructure needs. Maintains and updates the Capital Improvement Plan.
10. Reviews and approves public works related permits.
11. Ensures compliance with regional emergency response procedures.
12. Ensures departmental compliance with OSHA and city safety policies and procedures.
13. Works with management staff members to closely monitor risk management issues, including working with the risk management coordinator and insurance representatives in investigations of incidents.

- 14. Works closely with the Finance Officer in preparing and working within the public works budget. Responsible for classification of invoices and for being proactive in recommendations to conserve staffing and material resources.
- 15. Suggests innovations and methods that will improve services, while lowering costs.
- 16. Works with the City Planner to review and analyze land use issues and developments, and to identify the impact of such projects on infrastructure needs.
- 17. Responsible for city fleet maintenance.
- 18. Must reside at the location of the wastewater facility providing security services to the City of Harrisburg as part of the AWIA and the rules and procedures that are included in the City's Certified Risk & Resilience Assessment and the Emergency Response Report, as per Internal Policy HIP 23-4.1, and with City Administrator approval.
- 19. Operates as a Sergeant at Arms at Official City Meetings and security at City events or assemblies if DPSST Trained, as needed.
- 20. Other duties, as assigned.

Non-essential Duties:

- 1. May attend off-site meeting and conferences.
- 2. May serve as a member of the Safety Committee or any other employee committees.

Education, Qualifications and Experience:

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability demanded by this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and Experience:

A bachelor's degree in Civil Engineering or a related field, and five years of progressively responsible experience in public works; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

Knowledge of the principles and practices of supervision. Knowledge of and experience in repair, maintenance and construction of water, wastewater, storm water, and street systems. An Oregon Driver's license valid for the class of vehicles used by employees in this position is required. Knowledge of health and safety regulations, and appropriate safety practices. Knowledge of and experience in cross connection programs.

Requires possession of the following certifications; this employee must have the ability to obtain missing certificates within a one year period from date of hire:

- Wastewater Collection II
- Wastewater Treatment I,
- Water Distribution II

May obtain DPSST Training and certification as part of the Sergeant of Arms designation.

- Language Skills: Ability to read, analyze, and interpret reports, studies, raw data, and government records. Ability to respond to frequent inquiries and complaints from the public, regulatory agencies, supervisor, subordinates, members of the business community, etc. Ability to effectively present information to supervisor, public and elected and appointed government bodies.
 - Reasoning Ability: Ability to identify and solve complex problems and deal with a variety of variables in situations where only a limited standardization exists. Ability to interpret information and instructions furnished in written, verbal, diagram and schedule form. Ability to solve mathematical problems.
 - Computer Skills: Ability to operate a computer. Intermediate skill in word processing software. Ability to use email communication, spreadsheets, government software, and other online applications and software.
 - Work Relationships: Ability to effectively delegate assignments, prioritize work, and communicate with subordinates. The employee will have frequent contact with the public both inside and outside the office environment. The employee will have frequent contact with elected and appointed government officials. The employee is part of a team, and will contribute accordingly.
 - Physical Demands: While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. The employee will use hands to handle objects, tools, or controls. The employee will frequently be required to balance, stoop, kneel, crouch or crawl.

The employee will regularly lift and/or move objects or materials up to 10 pounds, and occasionally to lift and/or move objects up to 50 pounds. Specific vision requirements to perform this job include both far away and close up vision, color vision, peripheral vision and depth perception. The employee may be required to operate a computer up to six hours or more a day.
 - Working Conditions: Work is performed both in a climate controlled office environment and outdoors. Employee will be required to drive a city vehicle and other equipment.
 - Attendance Requirements: Work is during the daytime, with occasional evening and weekend work required. The employee is considered on-call at all times. Employee is expected to be at work during the operating hours of city hall.
-

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

- Exhibit A: City Council Minutes for June 11, 2024
- Exhibit B: Payment Approval Report for June 2024
- Exhibit C: Planning Commission Minutes for July 18, 2024
- Exhibit D: Municipal Court Collections Report June 2024
- Exhibit E: Municipal Court Citation Report June 2024

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

- 1. Minutes from the June 11, 2024 City Council Meeting**
- 2. The Payment Approval Report for June 2024**

THIS AGENDA BILL IS DESTINED FOR: Consent Agenda –August 13, 2024

STAFF RECOMMENDATION:

Staff recommends the City Council approve the consent list.

Building Permits:

June 2024:	Submitted: 5
	Issued: 5
New Homes:	None

Residential Valuation: \$0.00
Commercial Valuation: \$0.00
2024 YTD Valuation: \$2,054,347

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:

- It’s Your Day! Décor Rental, located at 180 Moore St. Owner is Heather Ortis

Liquor License Renewal

Liquor Licenses are renewed prior to the start of each fiscal year. There have been no incidents this fiscal year from any of the businesses. The following businesses carry liquor licenses:

- American Market
- Casa Torero
- Dari Mart Store #20
- Dollar General Store #17223
- EZ Stop Market & Deli
- Gridiron Sports Bar & Grill
- Harrisburg Liquor
- Harrisburg Station & Eagle Market
- 36 Spices Restaurant
- The Voo

Harrisburg Municipal Court:

- Collection Report (**EXHIBIT D**) for the month of June 2024 is \$6,421.01 which includes \$45.00 from collections.
- There were 22 citations issued in the month of June 2024 for a total of 25 offenses (**EXHIBIT E**). Criminal Citations include two charges of Failure to Appear, and two charges for Driving While Suspended (DWS) Misdemeanor.

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: Randy Klemm

The Harrisburg and HRA Budget Committee last met on May 13, 2024. Those minutes are not yet available.

Next Scheduled Meeting: TBD

Library Board: Chairperson: Desria Hansen

The Library Board last met on May 7, 2024. (July 2, 2024 meeting was canceled)

Next Scheduled Meeting: September 3, 2024

Personnel Committee: Chairperson; Kimberly Downey

The Personnel Committee last met February 2, 2024

Next Scheduled Meeting: TBD

Planning Commission: Chairperson; Todd Culver

The Planning Commission last met June 18, 2024. Those minutes are attached. (The July 16, 2024 meeting was canceled.)

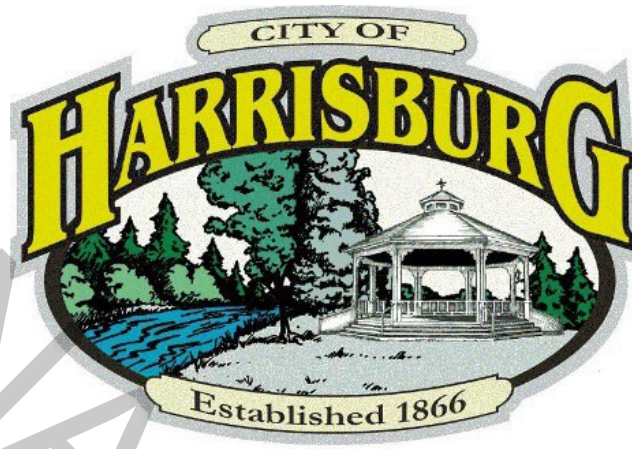
Next Scheduled Meeting: August 20, 2024

REVIEW AND APPROVAL:

Lori Ross 08/01/2024

Lori Ross Date
City Recorder

This document is supplemented by agenda packet materials, meeting materials distributed and audio recordings of the meeting and may be reviewed upon request to the City Recorder.



Harrisburg City Council Minutes June 11, 2024

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

Mayor Robert Duncan led the Pledge of Allegiance.

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

CONCERNED CITIZEN(S) IN THE AUDIENCE: Citizen Cheryll Ressler, Executive Director of the HART Community Center, addressed Council. She gave a brief update on the upcoming Summer Camps and reported that 10 kids attended the babysitting class, and they had a waiting list for the next babysitting class to be held this fall.

THE MATTER OF STREET IMPROVEMENT AND RECONSTRUCTION ON 6TH STREET FROM SMITH STREET TO KESLING STREET: Scholz handed out the bid report (**Addendum 1**) and recommendation from Branch Engineering.

- Knox motioned to award the bid for the 6th Street improvement project to H&J Construction for \$688,495.00 and was seconded by Caughey. The motion passed unanimously by a vote of 4-0. (Yes: Caughey, Boese, Klemm, and Knox. No: None.)

THE MATTER OF APPROVING THE EXTENSION OF AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE CITY OF HARRISBURGM AND THE CITY OF COBURG FOR LAW ENFORCEMENT TRAFFIC ENHANCEMENT SERVICES FOR FY 2024-2025:

Eldridge stated that the city wants to add hours for code enforcement. The IGA is currently for a 2-year period and needs to be extended for another year to match the timeframe of LCSO. The budget will support adding 2 hours and we will redistribute traffic hours from 35 to 32 and increase ordinance code enforcement from 10 to 15 hours a month.

- Caughey **motioned to approve the 2024-2025 extension of the IGA between the City of Harrisburg and the City of Coburg for law enforcement traffic enhancement services and was seconded by Boese. The motion passed unanimously by a vote of 4-0.** (Yes: Caughey, Boese, Klemm, and Knox. No: None.)

THE MATTER OF REVIEWING YOUTH ADVISOR CANDIDATES FOR THE 2024/2025 SCHOOL YEAR:

Council received two (2) applications for the open youth advisor positions. Council discussed which one they wanted to appoint to the City Council and the Planning Commission. They were both exceptional candidates, and it was recommended that they each serve half a term with each board.

- Boese **motioned to nominate the applicant that is available to serve this summer, if neither or both are available, then Tatum as the youth advisor who will be appointed to the City Council, and Malpass to be appointed to the Planning Commission for the 2024-2025 school year and be switched between boards halfway through the school year and was seconded by Caughey. The motion passed unanimously by a vote of 4-0.** (Yes: Caughey, Boese, Klemm, and Knox. No: None.)

THE MATTER OF APPROVING THE CONSENT LIST: No comments or concerns.

- Klemm **motioned to approve the consent list and was seconded by Boese. The motion passed unanimously by a vote of 4-0.** (Yes: Caughey, Boese, Klemm, and Knox. No: None.) A motion to approve the consent list approved the following:
 - **Minutes from the April 23, 2024, May 14, 2024, and May 28, 2024 City Council Meetings**
 - **The Payment Approval Report for May 2024**

CITY ADMINISTRATOR VERBAL REPORT

Clean-up Event: Eldridge notified Council of the upcoming City-Wide Clean-Up Event on June 29th, 2024, at the High School parking lot. The City will be providing 2 containers for regular item and for bulky items for a total of 8 containers. We are charging \$5 per load of bulky items. Enforcement Officer, Caleb Smith, will be supervising and will be able to accept cards as payment. The school parking lot will be left clean after the City sweeps it.

Summer Sounds Concert Series: Held on Thursday evening starting July 11, 2024, we will have food vendors each concert night.

Republic Services E-mail: Eldridge shared an email (**Addendum 2**) the City received from Republic Services regarding the upcoming termination of the Harrisburg franchise agreement. They stated that they were unaware of any specific service issues. Eldridge asked for direction from Council on how to proceed. Council told Eldridge to reply politely and if she felt it necessary to have a meeting, she could, but to make it clear the City's intent is to still move forward with Junction City.

Resident Brain Shaddy: Addressed Council and thanked public works for getting his water back on so quickly.

The City Council Business Meeting recessed at the hour of 7:34pm for the HRA Board meeting.

The HRA Board meeting adjourned at the hour of 7:49pm, and City Council Business Meeting resumed at the hour of 7:49pm.

The City Council Business Meeting recessed at the hour of 7:49pm to begin the 1st Executive Session.

THE MATTER OF HOLDING AN EXECUTIVE SESSION UNDER ORS 192.660(1)(2)(H) "TO CONSULT WITH COUNCEL CONCERNING THE LEGAL RIGHTS AND DUTIES OF A PUBLIC BODY WITH REGARD TO CURRENT LITIGATION LIKELY TO BE FILED".

The 1st City Council Executive Session ended at the hour of 8:22pm. The 2nd Executive Session began at the hour of 8:22pm.

THE MATTER OF HOLDING AN EXECUTIVE SESSION UNDER ORS 192.660(1)(2)(H) "TO CONSULT WITH COUNCIL CONCERNING THE LEGAL RIGHTS AND DUTIES OF A PUBLIC BODY WITH REGARD TO CURRENT LITIGATION OR LITIGATION LIKELY TO BE FILED".

The City Council exited the 2nd Executive Session at the hour of 8:49pm.

With no further business, the City Council Business Meeting adjourned at the hour of 8:50pm.

Mayor

City Recorder



June 6, 2024

City of Harrisburg
120 Smith Street P.O. Box 378
Harrisburg, OR 97446
Attn: Chuck Scholz, Public Works Director

RE: Harrisburg 6th Street Reconstruct Notice of Apparent Low Bidder and Engineer's Recommendation for Award of Contract

The City received the following bids for the 6th Street Reconstruct Project on May 30, 2024.

<u>Bidder</u>	<u>Bid Total</u>
1. <u>H & J Construction</u>	\$ <u>688,495.00</u>
2. <u>Northcore USA</u>	\$ <u>797,980.53</u>
3. <u>North Santiam Paving</u>	\$ <u>808,043.50</u>
4. <u>Turney Excavating</u>	\$ <u>812,372.00</u>
5. <u>Knife River</u>	\$ <u>730,788.00</u>
6. <u>Suulutaag Inc.</u>	\$ <u>744,579.50</u>

I have reviewed all bid packages and found all to be complete and responsive.

I recommend that the contract be awarded to H& J Construction in the amount of \$688,495.00.

Sincerely,

Branch Engineering Inc.
Damien Gilbert, P.E.
City Engineer

EUGENE-SPRINGFIELD

310 5th Street, Springfield, OR 97477 | p: 541.746.0637 | www.branchengineering.com

Michele Eldridge

From: Sean Kidd <sean@longdel.com>
Sent: Tuesday, June 11, 2024 11:31 AM
To: Michele Eldridge
Subject: FW: Harrisburg Franchise

M. Sean Kidd
Delapoer, Kidd P.C.
260 Ferry Street SW, Ste 202
Albany, OR 97321
(541) 926-5505

From: Jackson, Julie <JJackson6@republicservices.com>
Sent: Tuesday, June 11, 2024 11:17 AM
To: Sean Kidd <sean@longdel.com>
Subject: Harrisburg Franchise

Hello Sean,

I am following up with your letter dated April 15, 2024 in regards to the termination of the Harrisburg franchise with Republic Services. We understand that the council has been unhappy with any rate increase over the last several years but are unaware of any specific service issues. We would like to set up a meeting with you and or you and the City's representative to gain clarity and determine if there is an resolution to this issue.

Best,
Julie

Julie Jackson
Municipal Manager

110 NE Walnut Blvd
Corvallis, Oregon
e jjackson6@republicservices.com
o 541-286-3313
c 541-936-1334
w RepublicServices.com



Sustainability in Action

Links contained in this email have been replaced. If you click on a link in the email above, the link will be

Report Criteria:

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1206						
1206	Analytical Lab & Consultants	166766	Water Testing	05/06/2024	472.00	52-65-4200
1206	Analytical Lab & Consultants	166871	Water Testing	05/08/2024	252.00	51-65-4200
1206	Analytical Lab & Consultants	166964	Water Testing	05/10/2024	148.00	52-65-4200
1206	Analytical Lab & Consultants	167061	Water Testing	05/14/2024	120.00	52-65-4200
1206	Analytical Lab & Consultants	167207	Water Testing	05/20/2024	120.00	52-65-4200
1206	Analytical Lab & Consultants	167376	Water Testing	05/24/2024	296.00	52-65-4200
1206	Analytical Lab & Consultants	167418	Water Testing	05/28/2024	148.00	52-65-4200
1206	Analytical Lab & Consultants	167507	Water Testing	05/31/2024	148.00	52-65-4200
Total 1206:					1,704.00	
2405						
2405	Branom Instrument Company LLC	SO-68899	Misc W/S Exp	06/10/2024	776.00	52-65-2400
Total 2405:					776.00	
3874						
3874	C-2 Utility Contractors, LLC	19196	Misc P/W Exp	06/06/2024	3,000.00	51-65-4600
Total 3874:					3,000.00	
3788						
3788	Cameron McCarthy Landscape	01679	OPRD Grant	06/17/2024	205.00	61-70-7000
Total 3788:					205.00	
3407						
3407	Cascade Health Solutions	71310	Exam	05/30/2024	299.00	11-44-6100
Total 3407:					299.00	
3732						
3732	Cash	2024 CLEANU	Change Order	06/26/2024	100.00	10-53-2200
Total 3732:					100.00	
3773						
3773	CenturyLink	692306351	Phone Bill	06/04/2024	.16	10-69-3500
3773	CenturyLink	MAY 2024	Phone Bill	05/28/2024	18.27	10-69-3500
3773	CenturyLink	MAY 2024	Phone Bill	05/28/2024	42.59	52-65-3500
3773	CenturyLink	MAY 2024	Phone Bill	05/28/2024	46.24	52-65-3500
3773	CenturyLink	MAY 2024	Phone Bill	05/28/2024	40.58	10-69-3500
3773	CenturyLink	MAY 2024	Phone Bill	05/28/2024	46.24	52-65-3500
3773	CenturyLink	MAY 2024	Phone Bill	05/28/2024	42.59	52-65-3500
3773	CenturyLink	MAY 2024	Phone Bill	05/28/2024	46.24	52-65-3500
3773	CenturyLink	MAY 2024	Phone Bill	05/28/2024	41.04	51-65-3500
3773	CenturyLink	MAY 2024	Phone Bill	05/28/2024	40.58	51-65-3500
3773	CenturyLink	MAY 2024	Phone Bill	05/28/2024	44.69	51-65-3500
Total 3773:					409.22	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
2939						
2939	Cobalt Computer Services, Inc.	28710	Computer Service	05/31/2024	742.50	40-65-8015
2939	Cobalt Computer Services, Inc.	28710	Computer Service	05/31/2024	168.75	51-74-2100
2939	Cobalt Computer Services, Inc.	28710	Computer Service	05/31/2024	168.75	52-74-2100
2939	Cobalt Computer Services, Inc.	28822	Computer Service	05/31/2024	276.20	40-65-8015
2939	Cobalt Computer Services, Inc.	28940	Computer Service	06/14/2024	65.00	24-70-7400
Total 2939:					1,421.20	
2720						
2720	Comcast	JUNE 2024	Internet Service	06/02/2024	345.69	10-60-2000
2720	Comcast	JUNE 2024 LIB	Internet Service	05/23/2024	286.85	24-60-2525
2720	Comcast	JUNE 2024 PW	Internet Service	06/01/2024	153.93	51-65-3550
2720	Comcast	JUNE 2024 PW	Internet Service	06/01/2024	153.92	52-65-3550
Total 2720:					940.39	
3913						
3913	DataBar Inc	266879	W/S Utility Statements	05/31/2024	406.72	51-74-2200
3913	DataBar Inc	266879	W/S Utility Statements	05/31/2024	406.72	52-74-2200
3913	DataBar Inc	267149	Utility Billing Statements	06/21/2024	278.00	23-70-2500
Total 3913:					1,091.44	
3966						
3966	DCBS Fiscal Services	MAY 2024	State Surcharge - Building/Electric	05/31/2024	328.75	26-70-1050
3966	DCBS Fiscal Services	MAY 2024	State Surcharge - Building/Electric	05/31/2024	88.98	27-70-1050
Total 3966:					417.73	
3896						
3896	Delapoer Kidd PC	2027	Attorney Fees	06/01/2024	1,596.00	10-42-2500
3896	Delapoer Kidd PC	2027	Attorney Fees	06/01/2024	1,102.50	10-42-2700
Total 3896:					2,698.50	
4031						
4031	Dollar General	MAY 2024	Restitution - Court	05/31/2024	7.65	10-42-2200
Total 4031:					7.65	
1946						
1946	Ferguson Waterworks	1241585	P/W Misc. Expense	05/10/2024	368.22	51-78-7400
1946	Ferguson Waterworks	1241585	P/W Misc. Expense	05/10/2024	368.21	52-78-7400
1946	Ferguson Waterworks	1259833	P/W Misc. Expense	05/16/2024	1,193.66	52-78-7400
1946	Ferguson Waterworks	1259833	P/W Misc. Expense	05/16/2024	1,193.66	51-78-7400
1946	Ferguson Waterworks	1259833-1	P/W Misc. Expense	05/24/2024	.01	51-78-7400
1946	Ferguson Waterworks	1259833-1	P/W Misc. Expense	05/24/2024	221.08	52-78-7400
1946	Ferguson Waterworks	1259833-1	P/W Misc. Expense	05/24/2024	221.08	51-78-7400
1946	Ferguson Waterworks	1259886	P/W Misc. Expense	05/10/2024	368.21	51-78-7400
1946	Ferguson Waterworks	1259886	P/W Misc. Expense	05/10/2024	368.22	52-78-7400
1946	Ferguson Waterworks	1259886-1	P/W Misc. Expense	05/16/2024	486.14	51-78-7400
1946	Ferguson Waterworks	1259886-1	P/W Misc. Expense	05/16/2024	486.14	52-78-7400
1946	Ferguson Waterworks	1264520	P/W Misc. Expense	05/29/2024	52.00	51-78-7400
1946	Ferguson Waterworks	1264520	P/W Misc. Expense	05/29/2024	52.00	52-78-7400
1946	Ferguson Waterworks	1264521	P/W Misc. Expense	05/29/2024	104.64	52-78-7400
1946	Ferguson Waterworks	1264521	P/W Misc. Expense	05/29/2024	104.64	51-78-7400

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1946	Ferguson Waterworks	1264523	P/W Misc. Expense	05/29/2024	16.43	51-78-7400
1946	Ferguson Waterworks	1264523	P/W Misc. Expense	05/29/2024	16.74	52-78-7400
1946	Ferguson Waterworks	1264523	P/W Misc. Expense	05/29/2024	.30	51-78-7400
1946	Ferguson Waterworks	46772	P/W Misc. Expense	06/14/2024	1,317.53	51-78-7400
1946	Ferguson Waterworks	46772	P/W Misc. Expense	06/14/2024	1,317.52	52-78-7400
Total 1946:					8,256.43	
1218						
1218	Grainger	9129983418	Misc. P/W Supplies	05/23/2024	4.58	10-72-4000
Total 1218:					4.58	
1220						
1220	Hurd's Custom Machinery, Inc.	41961	Public Works Supplies	05/03/2024	269.64	10-72-4000
1220	Hurd's Custom Machinery, Inc.	42091	Public Works Supplies	05/20/2024	27.39	51-65-4600
1220	Hurd's Custom Machinery, Inc.	42169	Public Works Supplies	05/29/2024	41.99	51-65-4600
Total 1220:					339.02	
1221						
1221	Jerry's Home Improvement	249568	Misc Public Works Supplies	05/09/2024	155.90	51-65-4600
1221	Jerry's Home Improvement	250226	Misc Public Works Supplies	05/14/2024	119.96	51-65-4600
1221	Jerry's Home Improvement	250230	Misc Public Works Supplies	05/14/2024	67.98	41-78-8170
1221	Jerry's Home Improvement	251125	Misc Public Works Supplies	05/20/2024	108.33	10-72-4000
1221	Jerry's Home Improvement	251237	Misc Public Works Supplies	05/21/2024	21.45	10-72-4000
1221	Jerry's Home Improvement	251242	Misc Public Works Supplies	05/21/2024	341.55	10-72-4000
Total 1221:					532.35	
3971						
3971	John Hitt	3.9.24 LODGIN	Lodging Fees	06/27/2024	625.00	10-63-2200
Total 3971:					625.00	
4046						
4046	Joshua Colwell Company	APV	Attorney Fee	06/10/2024	132.00	10-42-2700
4046	Joshua Colwell Company	AS	Attorney Fee	06/10/2024	108.00	10-42-2700
4046	Joshua Colwell Company	AW	Attorney Fee	06/10/2024	162.00	10-42-2700
Total 4046:					402.00	
3968						
3968	Junction City	MAY 2024	Building/Electrical Permit Fees	05/31/2024	2,695.73	26-70-1000
3968	Junction City	MAY 2024	Building/Electrical Permit Fees	05/31/2024	325.00	27-70-1000
Total 3968:					3,020.73	
4048						
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	441.48	10-63-2200
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	2.76	10-60-2400
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	19.98	24-60-3050
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	228.24	24-60-2000
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	9.48	24-60-3050
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	20.00	10-37-2100
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	39.99	52-65-2400
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	84.99	41-78-8170

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	59.88	41-78-8170
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	75.00	10-53-2200
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	24.06	10-37-2100
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	11.99	10-60-2300
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	2.50	51-65-4600
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	2.50	52-65-4600
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	119.00	52-65-2400
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	419.96	11-43-2100
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	88.55	10-72-4000
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	80.99	10-53-2000
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	11.99	10-60-2300
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	33.00	10-53-2200
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	33.00	10-53-2200
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	19.99	10-60-2300
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	13.59	10-60-2300
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	15.80	10-42-2800
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	175.00	10-42-2800
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	2.00	10-42-2800
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	33.00	10-53-2200
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	33.00	10-53-2200
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	13.59	10-60-2300
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	25.00	10-37-2100
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	170.74	24-60-2000
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	22.40	24-60-2000
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	11.50	51-65-2400
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	441.48	10-63-2200
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	837.55	10-60-2400
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	4.29	51-65-4600
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	4.28	52-65-4600
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	35.30	10-53-2200
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	20.00	10-37-2100
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	65.28	24-60-2000
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	55.94	24-60-2800
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	10.00	10-37-2100
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	15.99	24-60-3050
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	20.00	10-37-2100
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	60.05	24-60-3050
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	23.98	24-60-3050
4048	KeyBank Key Card	MAY 2024	Misc Credit Card Charges	05/31/2024	22.37	24-60-2000
Total 4048:					3,865.50	
3770						
3770	Keyhole Locksmith, The	104961	Misc P/W Exp	06/25/2024	135.00	10-72-6650
Total 3770:					135.00	
3819						
3819	Linn County Treasurer	APRIL 2024	Court Revenue Payout	04/30/2024	210.08	10-42-2200
3819	Linn County Treasurer	MAY 2024	Court Revenue Payout	05/31/2024	272.00	10-42-2200
Total 3819:					482.08	
4012						
4012	Luis Tomas Ruiz	APRIL 2024	Restitution	04/30/2024	50.00	10-42-2200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 4012:					50.00	
2644						
2644	Net Assets	54-202405	Lien Searches	06/03/2024	153.00	10-53-2250
Total 2644:					153.00	
4049						
4049	Northwest Electric and Excavation	0002977	Electrical	06/18/2024	187.50	51-65-4150
Total 4049:					187.50	
1102						
1102	NW Natural Gas Co.	JUNE 2024	Utilities	06/07/2024	19.21	10-69-2000
1102	NW Natural Gas Co.	JUNE 2024 PU	Utilities	06/10/2024	54.34	52-65-2700
1102	NW Natural Gas Co.	JUNE 2024 PW	Utilities	06/07/2024	29.18	51-65-2700
Total 1102:					102.73	
1245						
1245	One Call Concepts, Inc.	4050386	Locates	05/31/2024	18.20	51-65-4600
1245	One Call Concepts, Inc.	4050386	Locates	05/31/2024	18.20	52-65-4600
Total 1245:					36.40	
1033						
1033	Oregon Department of Revenue	APRIL 2024	Court Revenue Payout	04/30/2024	627.28	10-42-2200
1033	Oregon Department of Revenue	MAY 2024	Court Revenue Payout	05/31/2024	705.00	10-42-2200
Total 1033:					1,332.28	
1862						
1862	Oregon DMV	L0056231475	Record Inquiry	05/31/2024	7.00	10-42-2800
Total 1862:					7.00	
3096						
3096	Pacific Office Automation	262489	Telephone	05/23/2024	110.78	10-69-3500
3096	Pacific Office Automation	262489	Telephone	05/23/2024	35.21	24-60-2500
3096	Pacific Office Automation	262489	Telephone	05/23/2024	110.79	51-65-3500
3096	Pacific Office Automation	262489	Telephone	05/23/2024	110.79	52-65-3500
Total 3096:					367.57	
1079						
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	50.78	52-65-2600
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	21.44	10-69-2500
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	8.12	10-69-2500
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	13.32	10-69-2500
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	26.63	10-69-2500
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	83.38	10-69-2500
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	42.92	11-44-2000
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	5,478.97	51-65-2600
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	950.99	51-65-2600
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	78.63	51-65-2600
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	1,052.79	10-69-3000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	48.62	10-69-3000
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	146.51	10-69-3000
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	249.27	10-69-3000
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	17.96	10-69-3000
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	409.66	10-69-3000
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	38.38	25-65-2500
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	81.09	10-69-3000
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	56.77	10-69-3000
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	15.94	10-69-3000
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	414.66	10-69-3000
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	48.64	10-69-3000
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	51.70	52-65-2600
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	26.52	52-65-2600
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	44.43	52-65-2600
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	24.61	10-72-6700
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	730.81	25-65-2500
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	21.74	25-65-2500
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	24.31	10-69-2500
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	47.30	10-69-2500
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	377.77	10-69-2500
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	44.59	52-65-2600
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	72.50	52-65-2600
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	1,041.46	52-65-2600
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	40.54	10-69-2500
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	95.70	10-69-2500
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	24.31	10-69-3000
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	19.18	10-69-3000
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	444.37	10-69-2500
1079	Pacific Power & Light Company	JUNE 2024	UTILITIES	06/14/2024	17.96	10-69-2500
Total 1079:					12,485.27	
3582						
3582	Sierra Springs	21792967 0622	Bottled Water	06/22/2024	109.99	10-53-2200
Total 3582:					109.99	
2927						
2927	Staples Business Advantage	6004510146	Office Supplies	06/13/2024	20.60	10-60-2300
2927	Staples Business Advantage	6004510146	Office Supplies	06/13/2024	20.59	51-74-2400
2927	Staples Business Advantage	6004510146	Office Supplies	06/13/2024	20.59	52-74-2400
Total 2927:					61.78	
3341						
3341	Steve Ensley	1215	Reimbursement	06/24/2024	120.00	11-44-5000
Total 3341:					120.00	
1144						
1144	Suzan Jackson	240	Janitor Services	05/31/2024	630.00	10-72-4100
1144	Suzan Jackson	240	Janitor Services	05/31/2024	420.00	10-72-4100
Total 1144:					1,050.00	
3243						
3243	Synergy Security Solutions	15282	Security	06/01/2024	222.00	10-72-4000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3243	Synergy Security Solutions	15282	Security	06/01/2024	222.00	10-72-6650
3243	Synergy Security Solutions	15283	Municipal Center Monitoring	06/01/2024	588.00	10-72-4000
3243	Synergy Security Solutions	15284	Sewer Plant Security Monitoring	06/01/2024	444.00	52-65-2400
3243	Synergy Security Solutions	15285	Water Plant Security Monitoring	06/01/2024	444.00	51-65-2400
Total 3243:					1,920.00	
2052						
2052	Tri-County	20230619-1	Summer Sounds	06/19/2024	5,950.00	23-70-6850
Total 2052:					5,950.00	
4043						
4043	TWGW, Inc. Napa AUto Parts	703728	Repairs	05/07/2024	23.51	51-73-2100
4043	TWGW, Inc. Napa AUto Parts	703728	Repairs	05/07/2024	23.51	52-73-2100
Total 4043:					47.02	
3826						
3826	Valley Agronomics LLC	74034771	Misc P/W Exp	06/24/2024	481.90	25-65-2000
Total 3826:					481.90	
3663						
3663	Water Refunds	#11577.03	Utility Billing Overpayment	06/04/2024	97.02	01-1075
3663	Water Refunds	#432.02A	Utility Billing Overpayment	06/13/2024	59.26	01-1075
3663	Water Refunds	#55801	Utility Billing Overpayment	06/13/2024	228.85	01-1075
3663	Water Refunds	#950.08A	Utility Billing Overpayment	06/20/2024	40.53	01-1075
Total 3663:					425.66	
1239						
1239	WECO	CP-00270011	PW Gas Exp	05/31/2024	654.41	11-45-2000
1239	WECO	CP-00270011	PW Gas Exp	05/31/2024	763.48	51-73-2000
1239	WECO	CP-00270011	PW Gas Exp	05/31/2024	763.47	52-73-2000
Total 1239:					2,181.36	
4045						
4045	Wilbur-Ellis Company LLC	16459410	PW Misc Supplies	05/17/2024	2,059.91	25-65-2000
4045	Wilbur-Ellis Company LLC	16496427	PW Misc Supplies	05/29/2024	421.19	25-65-2000
Total 4045:					2,481.10	
3879						
3879	Wilson Equipment, LLC	02-94096	Misc P/W Expense	06/14/2024	87.50	11-45-2000
Total 3879:					87.50	
Grand Totals:					60,370.88	

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

Payment Approval Report
Expense Account Key

Mayor: _____

Fund Number	G.L. Number Acct
-------------	------------------

City Council: _____

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

City Recorder: _____

Sewer Fund 52 52-XX- XXXX

Sewer Resv Fund 56 56-XX- XXXX

City Treasurer: _____

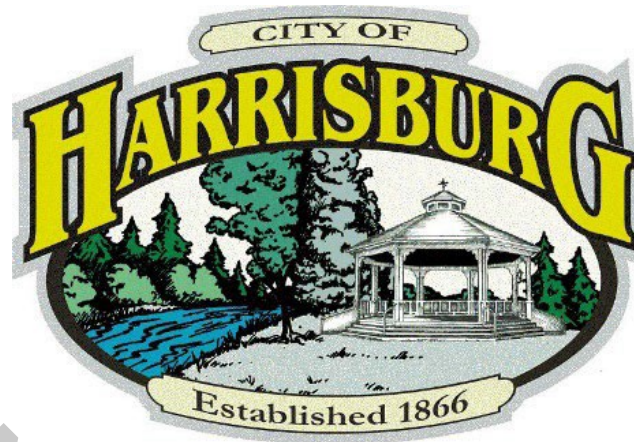
Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

June 18, 2024



Planning Commission Meeting Minutes

June 18, 2024

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

CALL TO ORDER AND ROLL CALL: Order was called at 7:00pm by Vice-Chairperson Jeremy Moritz, who presided over the meeting.

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

APPROVAL OF MINUTES

Neely motioned to approve the minutes for January 17, 2024, February 20, 2024, and March 19, 2024, and was seconded by Wullenwaber. The Planning Commission then voted unanimously to approve the Minutes for January 17, 2024, February 20, 2024, and March 19, 2024.

PUBLIC HEARING

THE MATTER OF APPROVING A SITE PLAN REQUEST FOR THE VFC HOLDINGS RV STORAGE FACILITY AT 1070 S. 6TH STREET, LU 458-2024.

Vice-Chairperson Jeremy Moritz read aloud the order of proceedings, and noted the procedures for a continuance, and the process to keep the record open.

At the hour of 7:04PM, the Public Hearing was opened.

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

None stated.

There were no rebuttals in relation to Conflicts of Interest, or Ex Parte Contacts.

Moritz then read aloud the criteria that were relied upon for this land use hearing and noted additional copies of criteria near the door. He also directed the audience on how they would

June 18, 2024

need to direct testimony towards the applicable criteria, and how an appeal could be made.

STAFF REPORT: Eldridge gave a summary of the application. She stated that the applicant has been in front of the Planning Commission several times. Self-service storage facilities are allowed outright in this zone.

Eldridge highlighted the following conditions and Criteria:

- Criterion 1 – Met with Condition 1: Consistency with plans.
- Criterion 2 – Met.
- Criterion 3 – Met.
- Criterion 4 – Met with Condition 2: Driveway Requirements, Condition 3: Parking Areas Markings, Condition 4: Driveway Directional Markings, Condition 5: Landscaping and Screening, Condition 6: RV Parking Spaces, Condition 7: Private Fire Hydrant, and Condition 8: Storm Drainage.
- Criterion 5 – Met.
- Criterion 6 – Met.
- Criterion 7 – Met with Condition 9: Code Violations.
- Development Concern #1 – Materials kept on property must be screened.
- Developmental Concern #2 – New or additional sign will require building permit.
- Developmental Concern #3 – SDC's payable with building permit.

Staff feels that all requirements are met and recommends approval.

APPLICANTS TESTIMONY: Vincent Ferris, applicant, stated that he did not have a lot to add. The work for the previous site plan is in progress. The code violation for having a person living in an RV on site is his caretaker for the property. Ferris asked if they could add a temporary dwelling in the existing office. Eldridge said they could and contact her in the morning.

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

- None given.

The public hearing was closed at the hour of 7:46pm.

- Moritz asked if the applicant understood all the conditions especially the A.S.A.P ones, and that if certain conditions are not met, the building permit will be held-up. Ferris said he understood.
- Jackson **motioned to approve the application for an RV storage facility site plan, LU 458-2024, subject to the conditions of approval contained in the June 10, 2024 Staff Report. This motion is based on findings contained in the June 10, 2024 Staff Report and on findings made during the deliberations on the request and was seconded by Wullenwaber. The Planning Commission then voted unanimously to approve the application for a RV storage facility site plan, LU 458-2024, subject to the conditions of approval contained in the June 10, 2024 Staff Report. This motion is based on findings contained in the June 10, 2024, Staff Report and on findings made during the deliberations on the request.**

OTHERS

- Combined meeting with City Council on August 13, 2024 at 6:30pm. There will be no Planning Commission meetings on the 20th.

With no further discussion, the meeting was adjourned at the hour of 8:15 pm.

Chairperson

City Recorder

UNAPPROVED

**City of Harrisburg
PLANNING COMMISSION**

NOTICE OF DECISION

REQUEST: The applicant requests approval of a site plan for VFC Holdings (LU 458-2024) to add a RV Storage Facility at 1070 S. 6th St.

LOCATION: The subject site is located on S. 6th St., immediately east of the Harrisburg RV Storage, and addressed as 1070 S. 6th St. It is also known as tax lot 00213 of Linn County Assessor’s Map 15S04W16D.

HEARING DATE: June 18, 2024

ZONING: M-1 (Limited Industrial) & I M-2 (General Industrial)

APPLICANT: Vincent Ferris, dba
VFC Holdings
893 S. 9th St.
Harrisburg, OR 97446

OWNER: VFC Holdings LLC
893 Smith St.
Harrisburg, OR 97446

APPEAL DEADLINE: July 1, 2024 – 8:30am

DECISION: The Harrisburg Planning Commission conducted a public hearing on June 18, 2024, and voted to approve the request, subject to the attached conditions of approval. The Planning Commission adopted the findings contained in the Staff Report of the June 18, 2024, Planning Commission meeting, and portions of the minutes from the meeting that demonstrate support for the Planning Commission’s actions.

APPEALS: People with legal standing to appeal are the applicant(s) or owner(s) of the subject property, and any person who testified orally or in writing during the subject public hearing before the close of the public record. The decision may be appealed by filing a Notice of Appeal with the City Recorder at 120 Smith Street. The Notice of Appeal should be filed by the Appeal Deadline date listed above. Specific information on the

requirements for an appeal or a copy of the complete file of this land use action may be obtained at Harrisburg City Hall. There is a fee of \$1,000.00.

EFFECTIVE DATE: July 1, after 9:00am, unless an appeal has been filed with the City Recorder.

EFFECTIVE PERIOD: Site Design review approvals shall be effective for a period of 18-months from the date of approval. The approval shall lapse if a public improvement plan or building permit application has not been submitted within 18 months of approval; or construction on the site is in violation of the approved plan.

MODIFICATIONS & EXTENSIONS:

Upon written request by the applicant, the City Administrator may grant a written extension of the approval period not to exceed 18 months; provided that the applicant follows all criteria as required in HMC 19.15.070(2).

Modifications to approved plans and developments are subject to City review and approval under HMC 19.30.



Jeremy Moritz
Planning Commission Vice-Chair

RECOMMENDED CONDITIONS OF APPROVAL

Condition No. 1: Consistency with Plans: Development shall comply with the plans and narrative in the applicant's proposal, except where modified by the following conditions of approval.

Condition No. 2: Driveway Requirements: ASAP – but prior to the issuance of any other building permits for this property, the driveway improvements must be made. Some of the parking spaces are already being utilized for RV's inside the fenced area; the Harrisburg Fire/Rescue District will need to have access without any problems to vehicles or equipment if any adjacent wildfire or field threatens the business, or nearby farmed properties.

Condition No. 3: Parking Areas Markings: Prior to Occupation of the planned east Storage/Office Facility, the applicant must complete and mark all parking spaces in between the two structures.

Condition No. 4: Driveway Directional Markings: ASAP – but prior to the issuance of any other building permits for this property, the driveway's outline shall be marked, and directional arrows shall be made on the driveway throughout the RV Storage complex. The first/last 272' of the driveway must be marked for two way travel.

Condition No. 5: Landscaping and Screening: Prior to occupation of the new structure planned for the site, the applicant shall show a landscaping plan showing the types of landscaping planned for these areas. An additional 625 sq. ft. of landscaping is required, and can be placed anywhere in the plan. The locations of a minimum of 4 additional trees spaced throughout the RV Storage Site plan must be shown on the plan. Trees must be planted prior to the end of 2024. Physical barriers are required near any tree located near vehicle maneuvering areas, the type and location of which shall be included on the landscaping plan.

Condition No. 6: RV Parking Spaces: ASAP – but prior to any further building permits being issued, the applicant shall adequately mark the RV parking spaces according to the proposed site plan.

Condition No. 7 – Private Fire Hydrant ASAP - and prior to any further building permits being issued, the applicant shall install a private fire hydrant, following the design requirements of PW and the local Fire Marshall. The fire hydrant shall be located near the parking light, approximately 311' from the front property line. The fire hydrant shall be protected from damage by installing a physical barrier around it; the design and type of physical barrier shall be by choice of the applicant.

Condition No. 8: Storm Drainage/HMC 13.30.080: Before further grading is done for the driveway or the RV Storage parking spaces, a preliminary grading, erosion, and

sediment control plan shall be provided, and approved by the PW Director prior to issuance of any further building permits.

Condition No. 9: Code Violation – The applicant must remedy the code violation in existence on this property before any further work is done, and this site plan approval is allowed to proceed.

DEVELOPMENT CONCERNS

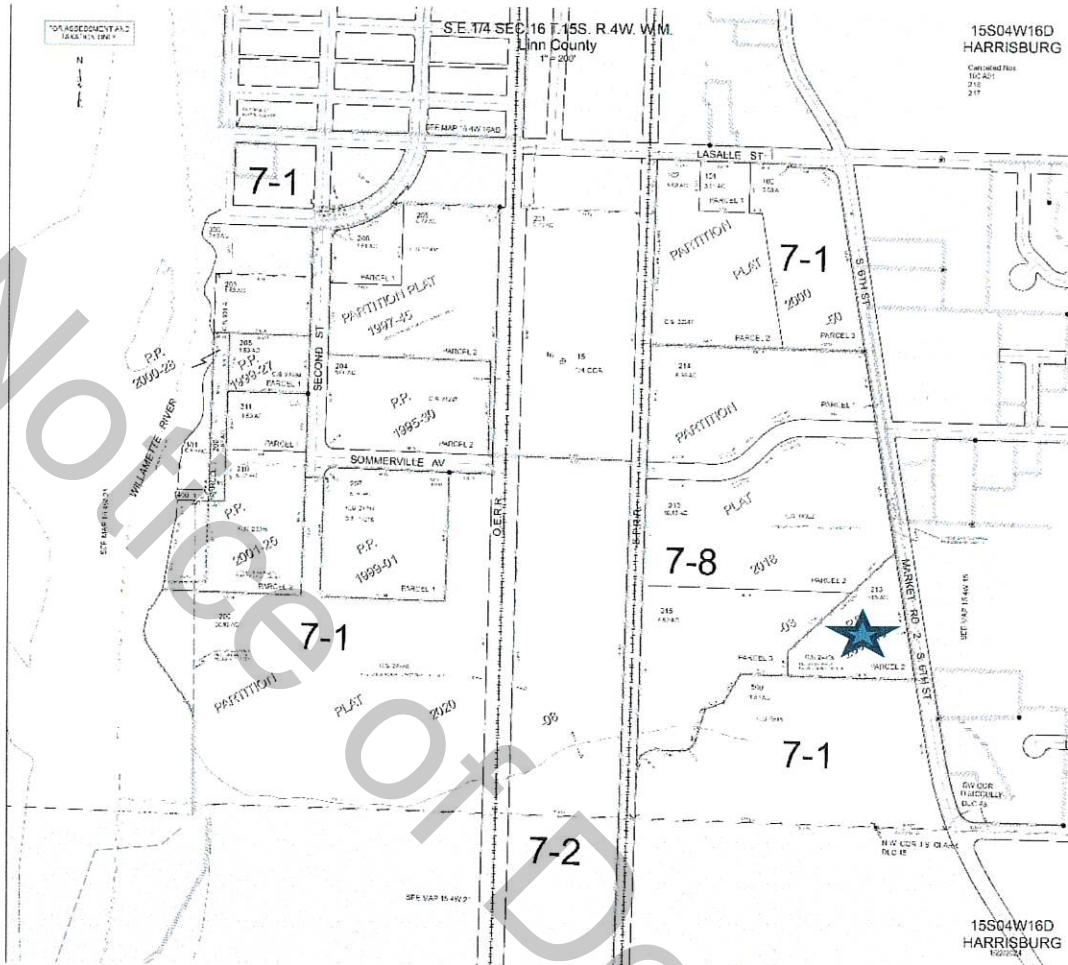
DEVELOPMENT CONCERN NO. 1: If the applicant decides to keep materials such as dirt, stone, landscape pavers, or bark on the property, then it must be kept behind the secondary/smaller structure. The southern side of this area should be screened from the view of S. 6th St.

DEVELOPMENT CONCERN NO. 2: If the applicant plans on obtaining a new or additional sign, then they will be required to obtain a building permit before installation.

DEVELOPMENT CONCERN NO. 3: SDC'S for the new structure and for this project shall be due and payable at the time the new building permit is paid for.

Office
Of Decision

155647 80



Report Criteria:

Agency	Case Number	Citation Numbers	Name	Violation Date	Case Balance	Primary Offense
COBURG PD	24-T-0102	1054	SANDERS, RONALD JACK	06/03/2024	.00	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN
COBURG PD	24-T-0106	1055	WRIGHT, CHRISTOPHER ANDRE	06/15/2024	.00	VIOLATING DESIGNATED SPEED 11-20 MPH
COBURG PD	24-T-0107	1056	WEST, SHELLEY M	06/22/2024	.00	VIOLATING DESIGNATED SPEED 11-20 MPH
COBURG PD	24-T-0110	1057	KREIDLER, HELMUT VICTOR	06/15/2024	.00	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN
COBURG PD	24-T-0109	1619	MCCALLA, BRIAN M	06/19/2024	.00	VIOLATING DESIGNATED SPEED 21-30 MPH
COBURG PD	24-T-0108	1620	GROBERG, SHYANNE R	06/19/2024	.00	VIOLATING DESIGNATED SPEED 11-20 MPH
LCS	24-T-0097	226330	PEARSON, GINGER LEE	06/04/2024	.00	DRIVING WHILE UNINSURED
LCS	24-T-0098	226390	SEIDERS, LUCAS WAYNE	06/08/2024	.00	DRIVING WHILE UNINSURED; NO OPER LICENSE
LCS	24-T-0100	226396	YEAZELL, DAVID EDWARD	06/09/2024	.00	VIOLATING DESIGNATED SPEED 11-20 MPH
LCSO	24-T-0099	226432	BARTLEY, NATISHA ANDREA	06/11/2024	.00	DRIVE WHILE SUSPENDED/REVOKED
LCS	24-T-0101	226446	MOORE, HEATHER STARR	06/13/2024	.00	EXPIRED VALIDATING STICKER
LCSO	24-T-0103	226549	LUNT, JOHN KRISTOPHER	06/19/2024	.00	FAIL TO REGISTER VEHICLE
LCSO	24-T-0104	226557	HECHT, KEITH ALAN	06/19/2024	.00	EXPIRED VEHICLE REGISTRATION
LCSO	24-T-0105	226559	REID, ROBERT CHRIS	06/19/2024	.00	EXPIRED VEHICLE REGISTRATION
LCS	24-T-0111	226640	ALLEY, HAROLD VAUGHAN	06/23/2024	.00	VIOLATING DESIGNATED SPEED 11-20 MPH
LCS	24-M-0037	226643	PHIBBS, ZACHARY DALTON	06/23/2024	.00	DRIVE WHILE SUSPENDED - MISD
LCS	24-T-0113	226644	PHIBBS, ZACHARY DALTON	06/23/2024	.00	DRIVING WHILE UNINSURED
LCS	24-M-0036	226646	MACKENZIE, PAUL W.	06/23/2024	.00	DRIVE WHILE SUSPENDED - MISD
LCS	24-T-0112	226647	MACKENZIE, PAUL W.	06/23/2024	.00	DRIVING WHILE UNINSURED; FTI IID
LCSO	24-T-0114	226673	VAUGHN, ANDREW NIKOLAI	06/25/2024	.00	DRIVING WHILE UNINSURED; NO OPER LICENSE
COHB	24-M-0038	24-M-0038	KEMRY, AMBER ANN	06/26/2024	.00	FAILURE TO APPEAR ON CRIMINAL CITATION
COHB	24-M-0039	24-M-0039	ADAMS, RONDEL ALLEN	06/26/2024	.00	FAILURE TO APPEAR ON CRIMINAL CITATION

Grand Totals:

22 CITATIONS ISSUED FOR A TOTAL OF 25 OFFENSES

Code	Description	Count	Amount	GL Account
Court Costs				
AF	ATTORNEY FEE	4	69.70	
CF	COLLECTION FEE	2	70.91	
COSTS	COURT COSTS	8	367.61	
DEF-ADJUD	DEF ADJUDICATION	7	836.82	
LPF	LATE PAYMENT FEE	5	21.43	
PA	PAYMENT ARRANGEMENT- FEE	6	36.08	
SCF	SHOW CAUSE FEE	3	58.30	
SUSP	SUSPENSION FEE	5	62.83	
WF	WARRANT FEE	11	230.66	
Total Court Costs:		51	1,754.34	
Fines				
DIV	DIVERSION AGREEMENT	2	125.00	
FINE	FINE ASSESSED	1	189.89	
GBD	GUILTY BY DEFAULT	23	1,802.06	
GUILTY	FOUND GUILTY	26	1,559.76	
Total Fines:		52	3,676.71	
Surcharges				
COUNTY	COUNTY ASSESSMENT	17	161.23	
STATE	STATE ASSESSMENT	17	728.73	
Total Surcharges:		34	889.96	
Third Party				
REST	VICTIM RESTITUTION	1	100.00	
Total Third Party:		1	100.00	
Grand Totals:		138	6,421.01	