

City Council Work Session Meeting Agenda  
March 23, 2021  
6:30 PM

---

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

**PUBLIC NOTICES:**

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

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

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

**NEW BUSINESS**

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

**STAFF REPORT:**

Exhibit A: Staff Report and Minutes from June 11, 2019

Exhibit B: John Hitt Memo to the Library Board

Exhibit C: Staff Report from the meeting of March 11, 2021

Exhibit D: Fine-Free Proposal Submitted by the Library Board

**ACTION: MOTION TO APPROVE, DENY, OR APPROVE WITH CONDITIONS, THE FINE FREE PROPOSAL MADE BY THE LIBRARY BOARD**

**2. THE MATTER OF PROVIDING WASTEWATER PRESSURE LINES UNDER SLOW TRACKS**

**STAFF REPORT:**

Exhibit A: Sanitary Sewer Overflow Improvements Plans

**ACTION: THE ENGINEERS REPORT BEING BROUGHT TO THE MEETING WILL HAVE THE MOTION DETAIL BASED ON THE BIDS OPENED ON MARCH 16, 2021.**

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

**STAFF REPORT:**

Exhibit A: Funding Worksheet provided by the NLC (Page 1  
introduction & Harrisburg Worksheet)

**ACTION: DISCUSSION ONLY**

**OTHER ITEMS**

**ADJOURN**

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

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

**STAFF REPORT:**

- Exhibit A: Staff Report and Minutes from June 11, 2019
- Exhibit B: John Hitt Memo to the Library Board
- Exhibit C: Staff Report from the meeting of March 11, 2021
- Exhibit D: Fine-Free Proposal submitted by the Library Board

**ACTION: MOTION TO APPROVE, DENY, OR APPROVE WITH CONDITIONS, THE FINE FREE PROPOSAL MADE BY THE LIBRARY BOARD.**

**THIS AGENDA BILL IS DESTINED FOR:** Work Session Agenda – March 23, 2021

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
n/a	n/a	n/a

**STAFF RECOMMENDATION:**  
**Staff recommends the City Council discuss the findings in the staff report, and determine if a Fine Free Policy should apply to the Harrisburg Public Library.**

**BACKGROUND INFORMATION:**  
On June 11, 2019, the Harrisburg Library Board brought a proposal to the City Council for both an Amnesty Program, and a Fine Free Library Pilot Program. That Staff report and Minutes from June 11, 2019 are shown in **Exhibit A**. The amnesty program has now operated twice, and generally coincides with the holidays each year. After considering the report information in relation to the fine free pilot period, and testimony provided by the Library Board, the City Council rejected the proposal, and asked for the Library Board to bring them more information if they decide to propose it again in the future.

The Library Board meets on every other month basis. They met on November 12, 2020, January 14, 2021, and on March 11, 2021 to discuss their newest proposal. At the meeting on November 12, 2020, Former City Administrator John Hitt wrote a memo (**Exhibit B**) to the Library Board, asking them to address specific issues. The Library Board Staff Report and Minutes are available on the City Website.

The Library Board finalized their proposal to the City Council at the meeting on March 11, 2020. That Staff Report is available as **Exhibit C**. The numerous exhibits are available on the City website. The final proposal presented by the Library Board is found in **Exhibit D**.

The questions that were asked by John Hitt are answered on page 7 of the report. It is only in the last several months that the Linn Library Consortium has had the ability to produce the types of reports that staff has been requesting for years. (Staff is not able to produce these reports as they are generated by the Consortium). It appears that the Library has been forgiving between \$1,300 to \$2,500 a month in overdue book fines on an annual basis. The reasons for doing so vary widely. Staff has asked the Library Staff to start tracking/recording the reasons for waiving fines on a log.

Current statistics are as follows:

- 49 patrons have enough late fines on their account that they could lose their library privileges under the current policy.
- The amount of possible revenue that the City would write off if this proposal is enacted is currently \$536.20.
- In 2019, fines forgiven by the Library was \$2,196.70. Collected fines and fees were \$20.40.
- The amnesty program in 2019 forgave a total of 363 overdue bills from 129 patrons, for a total of \$900.28. (This amount is separate from forgiven fines.)
- In 2020 (during the pandemic), forgiven fines were \$861.59. Collected fines and fees were \$136.10.
- Evergreen Software does not detail how much revenue the Library receives in relation to costs for lost or damaged books, as it is lumped in with other revenue. Staff will likely need to work on the development of a new report through the Evergreen Software.

The proposal indicates that because we are part of the Linn Library Consortium, any materials borrowed by patrons from another Library in the consortium will be subject to the late fees of that specific library; this is what is specified in the original agreements with the Consortium. After research, staff has determined that Libraries in the consortium don't send overdue book fees gathered for another Library, but materials that are lost or damaged are paid for or replaced. (Harrisburg has accepted replacements books for our materials checked out by another Library's patron, and that were lost).

The information researched by the Library Board and their report to the City Council is compelling, and well thought out. However, the City Council must still take into account that the collections in the Library are a resource that has been purchased with our citizens tax dollars. If questioned, most citizens using Library services would likely prefer to not be fined for overdue books. The City already funds Library Services from the general fund and has recognized for years that the Library is not a revenue source for the City but is rather a service provided to the citizens of Harrisburg.



The Library Board is only asking to waive **overdue fines**. If a book is lost or is damaged, the patron is still responsible for paying for or replacing the book at the value in the Evergreen Software system. Under the current policy, the non-payment of such can result in the loss of Library privileges. Depending upon the City Council decision, a Library Policy amendment will be brought to the next City Council business meeting. The amount of money at which privileges will be lost will be a subject on that agenda.

The table shown below is of the comparative charges between some of the Libraries. Please keep in mind that fees vary widely and are presented in completely different formats from each other. 3 of the libraries are already fine free. 5 of the Library's reviewed are City Libraries\*; one is a county library system, and LBCC is also included. Sweet Home, Albany & LBCC are all members of the consortium.

City/Library System	Renew Up to:	Total Items Limit	Time Limit	Daily Late Fees	Admin Fee	Bill for Lost & damaged	\$ at which privileges are lost due to lost materials
Waldport*	n/a	25	14 days	0	None	Yes	\$20 or if over 30 days late
Albany*	2x	n/a	n/a	.20 a day, 4 days grace, capped at \$5	n/a	n/a	\$15
Roseburg*	2x	5	21 days	0	Yes	Yes, Actual + fee	\$25 or if over 14 days late
Sweet Home*	3x	n/a	21 days	.10 a day/\$1 for CD/DVD, 3 days grace, \$5 max	Yes, \$5 Process Fee	Yes, @ Actual	For any delinquent fines & fees
Corvallis-Benton County	3 weeks	20		.15 a day; \$5 max	Yes	Cost of Item	\$10 or one lost item
Newport*	2 weeks	50		0	Yes	Yes	Any Overdue fees
LBCC				.25 a day/\$2 for other	Yes	Yes	\$10 or more in fines
Harrisburg: Current Policy	2x	40 books – kids under 10 - 3 ea.	21 days	.10 a day 4 day grace period	Yes @ 25%	Yes, @ Actual Value	Current Policy is with any overdue notices after .50. (Cap in Evergreen is \$10)
Harrisburg: Proposed Policy	2x	Same	Same	0	0	Same	\$20 or more in fines

If the City Council feels that they have enough information to move forward, they can approve the proposal, and allow a fine free Library System; they can deny the proposal, or send it back to the Library Board to ask for further information; or they can also apply



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

**THE MATTER OF REQUESTS BY THE LIBRARY BOARD TO INSTITUTE AN AMNESTY PROGRAM TO WIPE AWAY ALL EXISTING LATE FINES, AS WELL AS A SIX MONTH ‘FINE FREE’ PILOT PERIOD ONCE THE LIBRARY REOPENS.**

**STAFF REPORT:**

Exhibit A: Memo from Library Board

Exhibit B: Minutes from May 9, 2019 Library Board Meeting

**ACTION:** TBD

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda

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

**STAFF RECOMMENDATION:**

**Staff recommends the Council not consider the two requests from the Library Board until additional information is gathered and outstanding questions are answered.**

**BACKGROUND INFORMATION:**

The Library Board met on May 9, 2019, and discussed a written proposal (**Exhibit A**) to institute an amnesty program to remove all existing late fines from library patron accounts (**Exhibit B**).

The proposal also included pilot program to have the library become a ‘fine free’ library, meaning the library would no longer charge fines for overdue materials, with one exception. Instead of fines, the library would put a hold on patron’s account preventing them from checking out any new books until the overdue materials are returned. The lone exception for a fine would be for materials that are more than 3 week overdue. In this scenario, a \$5.00 replacement charge would be applied to the patron account in addition to the hold on the account. Once the \$5.00 charge was paid or the book was returned, then the patron could again check out materials. (**Exhibit A**)

### STAFF ANALYSIS FOR AMNESTY PROGRAM

The amnesty program as proposed would give patrons a clean slate and a second chance at using the library with no consequences for past behaviors. This may result in generating some extra excitement about the re-opening of the library and increase patron use.

Staff has the following questions regarding the need for the amnesty program:

- How many library patrons have late fines on their account?
- How much money would the city write off with the proposal?
- Are there a few major violators, or many small violators?
- How does the amnesty program apply to the consortium's materials, and does this proposal need their approval?

The City Administrator has requested the from the Librarian reports from the library software to answer some of these questions. However, the Librarian has not generated these reports at this time. As such, the preceding questions cannot be answered with any level of certainty.

The following are a few of the concerns staff has with the amnesty program:

- If the city writes off all of the existing fines, there is no incentive for patrons to return overdue library materials.
- The implementation of this type of an amnesty program effectively means the city is okay with writing off not only the fines, but also writing off all of the overdue materials.

Staff does not believe writing off overdue materials that may be sitting in houses of Harrisburg residents is appropriate. A true amnesty program incentivizes patrons with overdue materials to return them in exchange for a realized benefit. For example, the city could implement a waiver of fines for patrons who have returned overdue materials, and then have a period of time where patrons with overdue materials could return them to the library in exchange for overdue fines for these materials to be waived. For patrons who have lost materials or do not participate in the amnesty program would continue to be responsible for their overdue fines. In this example, patrons are rewarded for returning materials and the library does not have to write off fines and materials.

Staff recommends the City Council not consider an amnesty program until the unanswered questions and concerns identified above are resolved.

STAFF ANALYSIS FOR 'FINE FREE' LIBRARY PILOT PROGRAM

The Library Board feels that customers see overdue fines as being punitive and are more inclined to return items when overdue fines have been removed. As such, the Board recommends the City Council approve a 6-month pilot program to not impose late fines for overdue materials, with the following safeguards:

- If a customer keeps library items 3 weeks after the due date, their account is automatically charged \$5.00 as a replacement fee for each item.
- Charges on their account will prevent them from checking items out.
- As soon as the items are returned in good condition, the charges come off their account, allowing them to check out items again.

Similar to the analysis for the amnesty program above, staff feels like there are unanswered questions that need to be answered before the City Council can make an informed decision on this program. A few of those questions are:

- Is \$5.00 an adequate replacement value for all library resources? Many resources cost significantly more than \$5.00.
- Will a \$5.00 replacement cost incentive bad patron behaviors? For example, a patron may check out expensive library items only to sell them online for profit and then pay the \$5.00 fee to continue their money making venture.
- How does this policy affect the library's participation in the Linn Library Consortium? Are the other libraries okay with their materials being lost and only receiving a \$5.00 replacement fine?
- What is the purpose of the three week grace period? This appears to simply extend the checkout period with no consequences. This appears to have a negative effect on patron who have placed a hold on these overdue materials?

Again similar to the amnesty program, staff do not feel there is enough information for the Council to make an informed decision at this time. Staff recommends the Council not consider the 'Fine Free' pilot program until the unanswered questions and concerns listed above are resolved.

MOTION (If necessary):

TBD

REVIEW AND APPROVAL:


Brian Latta  
City Administrator

06/04/19

Date

permit, and see the writing in it, and see what options you might have for that. Mayor Duncan asked if she could clarify if there is anything that can help small cities like ours. Camarata would love to give us the ability, but it's a question of where to get the money, and the EPA (Environmental Protection Agency) is telling us to regulate storm water more and more. Some communities have money invested in treatment facilities. Murphy said that Storm water projects are eligible for SWPF (Storm Water Program Funds) If you have a storm water fund, then you would be eligible, although you wouldn't be able to use it for a source of repayment, nor would you get a full grant; but you could get a grant mixed with other sources of revenue. Camarata said that you can sometimes combine funds. Those come up every two years or so, for planning purposes. You can get a grant from the USDA (United States Department of Agriculture) for a storm water plant.

The City Council talked about a few more things, such as the 100-acre park, and the reclamation process. Mayor Duncan wanted to make sure that they knew how much we loved the river, and the work the Public Works crew does to make sure we are in compliance with all the regulatory requirements. Klemm expressed his enthusiasm for what they can do as a team. Somebody like him doesn't know what's available, and that's why he wanted the City Council to see how you can work together. Pudewell said that he can help the City navigate the issues. He can find out who can do certain things for the City, such as letting them know who they can talk to at ODOT to accomplish a goal. Means said that you can contact her, and she can put the issues you need assistance with, together with the right team member who can help. They work together as a team. The whole concept is to get agencies out of their bubbles, and to get them to talk to each other to help cities out. The Council thanked them for coming down to participate in the discussion tonight.

**The City Council then recessed from the hour of 8:06pm until 8:10PM.**

**THE MATTER OF REQUESTS BY THE LIBRARY BOARD TO INSTITUTE AN AMNESTY PROGRAM TO WIPE AWAY ALL EXISTING LATE FINES, AS WELL AS A SIX MONTH 'FINE FREE' PILOT PERIOD ONCE THE LIBRARY REOPENS.**

**Staff Report:** Latta noted that he wouldn't go over everything in the report. The program that the Library Board is proposing is an amnesty program, which would remove all existing late fees from library patron accounts. They also are suggesting that we not charge any fines in the first six months the library is open. He had quite a few questions and concerns. Some of those have now been answered, although not in time for this report. There are 163 people with fines right now, which came to a figure of approximately \$1,600.

Library Board Chairperson, Cassandra Barney, noted that it was actually \$1,252 in fines. But the Library closed so suddenly for the remodel, that some of that might be people who would have returned the books on time, could no longer do so. The late fines represent all the fines for the whole life of the library. That's not a lot of money to write off to allow people to start over. Their goal as a Library Board was to get more people to come into the Library and to feel welcome; not belittled because they have a fine. An amnesty program would allow citizens to have a break and to bring in the materials that they owed. Whether or not they bring them back, the board would like to wipe the slate clean. They feel like if they don't do that, then people don't want to come to the Library. Some people have been offended because of late fees. Kids too, may not treat books very well, and can often generate lost and damaged items.

- Thomas asked if they have some really egregious offenders. Are there some really big offenders that can be told that they can come into the library, but they can't check things out?

- Spangler said that there are about 100 books out with kids. As far as people being constantly late, she doesn't really have that. A lot of the times, people move out of town, and take books with them. She doesn't have anyone who is a big offender.
- Mayor Duncan said that he doesn't have a real problem with forgiveness. Where are we with the consortium, where we borrow books from another library?
- Barney said their own library policies cover their materials. We can't use our own policy to apply to Albany's books. Our patrons have to deal with that library. She noted that everyone on their list, are only Harrisburg patrons.
- Mayor Duncan asked if they had run the amnesty program idea by the members of the consortium.
- Barney told her no, they hadn't.
- Latta said that he ran the idea by the Scio Library, who is also a member of the consortium. They didn't like that idea at all. He did verify that they can't endorse other Library policies. He himself though, is interested to know how the other libraries send enforcement stuff from their Library to our patrons. He asked if we have had any of our books checked out by an out of City patron, that hasn't been returned yet.
- Spangler told him no, they hadn't. She noted that she knows the other library applies their own fines to our patrons if they check out a book. She followed up on a book checked out by one of our patrons from the LBCC library. They asked if she could find out if the boy was still in town. She tracked him down, but he had a mental breakdown, and the parents had sent him to a different school. The parents asked the libraries to not allow him to borrow anything.
- Latta asked if they knew of any materials that have been checked out, but have never been returned. He was worried about how many materials of ours are out there, that could be returned, and what the value of them is.
- Barney said that with those items, that if the patrons feel that they have to pay, then they won't return them to the Library. That's why they want the program.
- Latta agreed with them, that amnesty is a great idea. One of his concerns is that if you wipe all the fines, and ask for the books to be returned, you may get a few good Samaritans. But true amnesty should give an incentive to them for returning the books. You can incentivize patrons to return the materials, and then wipe their fines. If you just wipe the fines, he's afraid we will never get those materials back.
- Barney recognized that, but maybe without that, they won't even come in anyhow.
- Latta is worried about the message that we send if we wipe the fines, but don't ask for the materials to be returned. He thinks the better message is to bring them back, and we will credit them. He thought it would be a good program to do on an annual basis. He would hate to see 163 items not coming back, but maybe we could get 50 books or videos returned, that would value in a couple hundred of dollars.
- Barney said she could see a 6-week amnesty, with you do this, and we do that. But what do we do with the people who don't come in?
- Latta told her that maybe we say we will charge 25% of the late fee, and can forgive the rest. We want to get the materials back. We need to have some way of getting our resources back, without being threatening about it. His recommendation is that the Library Board consider these programs, and thinks that the details need to be fleshed out, including answering the consortium questions.
- Thomas asked if were considering the fine free program then?

- Latta told her yes, the Library Board is asking for a fine free program, for a trial period.
- Barney suggested that if we can go fine free, we can check the numbers at the end of the period, to see if it's worth the program.
- Latta said maybe we should go fine free after a certain period, and compare that to the base line numbers.
- Heather Long, one of the Library Board members, asked how amnesty would work for a library like Scio. Could it cause them to pull out of the consortium?
- Latta told her he wasn't sure. The Consortium is a group of Libraries. It's worthwhile to look at who might be pioneering the fine free program, and then get the others to do that.
- Klemm suggested that they piggyback on the consortium. He would hope that the Library Board reach out to the members of the consortium, and ask what they think of the idea. Maybe some of them have tried it. You can see ask what kind of an impact they had.
- Spangler said that typically, if she tells someone that they have late fees, they claim that they brought the book back, and they won't pay the fee. So if you have to bring it in to get the credit, and they claim that they have already brought it in, you are at an impasse.
- Latta said ok, but how much of that is the case? If almost all of the 163 outstanding books are returned, and only five are still outstanding, then that would be ok.
- Spangler also liked the idea of what some Library's, including consortium libraries, do during the holidays. If you have a late fee, bring in your canned food, and the fee is wiped away. It makes people feel good about returning their overdue books.
- Latta said that even in that scenario, there is accountability. He personally wants to hear more about making sure that people are accountable.
- Barney said that this was one of our ideas, but we do have more that we are working on.
- James Blake, another Library Board member, said that we did look at other libraries. The Deschutes County Library system went to this program about a year ago. They had a great reception. Big Libraries, like the Salt Lake City Library system, haven't had problems with these programs. People are still returning books, and libraries aren't wasting time and resources on trying to collect them.
- Barney said that truly, library fines are only about 5% of the revenue the Library brings in. You have to weigh the costs of trying to get the books back. If it costs more to try to collect them, then the outstanding revenue represented by those isn't worth it. We are trying to remove a barrier to access. The Library can provide improved services; the cost for a library card can be a burden on families. She wanted to bring in people who typically can't afford to be buying books.
- Klemm asked if a patron checks something out, don't they have to bring something back first?
- Barney told him yes. They can be asked to either bring back the materials, or pay the cost of the materials. If you want to bring us a different book, they are still being held accountable. If the books are not brought back in three weeks, then the patron gets charged the replacement fee.
- Klemm said that he understood access, and wanted to increase literacy as well; it affects children for a lifetime. But you are also teaching children accountability and responsibility. You are borrowing something that isn't yours, and you have to bring it back to get more. You want them to be held accountable.
- Spangler said that with her kid, he can't even remember where his socks are. If he doesn't know where the book is, they don't have money, and they don't have jobs. What she's



done, is to allow parents to have their kids come in the Library and do a little work. Sometimes, they are made to donate their own books to the Library, to make up for the lost one.

- Barney added that it's not supposed to be the Librarians teaching the kids; it's the parents who should be doing that. If the parents aren't supervising their kids, then those are the kids who aren't getting to check out the book. We penalize them. We do try to teach them, but really, its parents who should be doing it. Not all parents will take the time to get their kids to do something.
- Latta said yes, some kids are savvy though. Is there something in the policy that gives them a limit to the number of books they can check out?
- Spangler told him that it's a limit of 5 books for kids under the age of 11. If they have 4 books at home, they can get one more, until they return more.
- Latta said his concern there is that you are proposing charging \$5 for a replacement book. If he wants to take advantage of the system, he will check out a number of the more expensive books, that are say, \$25 each. He can sell those, and then only pay \$5 back to the Library, and can make a profit. How do we prevent people from taking advantage of the system? Maybe they check out 30 books, because they are moving to Jersey next week.
- Barney said that she agreed with the \$5 limit. A lot of the books we have are donated, and not paid for by us. We can change to the cost of the book.
- Latta said that the values of the books should be in the system. At LBCC, they were able to see how much the books cost. You have the ability to do that. He doesn't want anyone taking advantage of our generosity. Technically, a savvy person could do this, and it wouldn't be illegal. As in, 'I have a library card. I checked out a book, I sold the book, but I've paid the fine. I've met your requirements, right'?
- Spangler said that in her 20 years in the Library, we haven't had that kind of person checking out books in Harrisburg.
- Latta said that maybe that's because they are honest, rather than being savvy.
- Spangler said that in the consortium, the limit is only 5 books at a time. With the Mennonite community, we can actually check out 30 books at a time, because the kids don't have TV's, and they actually read them. Adults checking out multiple books at a time are generally returned.
- Mayor Duncan thought it sounds like we need more information.
- Barney thanked them for their comments, and involvement.
- Mayor Duncan told the Library Board that he appreciates their time as well.

**THE MATTER OF APPROVING REVISED JOB DESCRIPTIONS FOR THE CITY ADMINISTRATOR, CITY RECORDER/ASST. CA, FINANCE OFFICER, PW DIRECTOR, COURT CLERK – SUPERVISOR, AND LIBRARIAN.**

**STAFF REPORT:** Latta reviewed the staff report. He spoke recently with the City attorney, who had advised them that case law had changed recently. He is the person who has the ability to hire and fire someone; therefore, the City Council shouldn't be approving the job descriptions. They can accept them. They should however, be able to approve his job description. Any changes that they want to make for the job descriptions, he will take under advisement.

- Caughey suggested that we add a Notary Republic requirement to the City Recorder job description. Ours has had one for many years now. He thinks we should add that they need to obtain a notary republic within one year of employment.
- Latta will make that change. We do have another person right now who is a notary republic, but she will no longer be employed after July 1<sup>st</sup>.

## MEMO

November 4, 2020

TO: Lori Ross and Harrisburg Library Board

FROM: City Administrator

RE: "No Fine" Library Proposal

I would like to recommend to you and the Library Board that they consider the following questions as a follow-up to Brian Latta's June 4, 2019 Staff Report:

1. The number of patrons with late fees in sufficient amount to lose their library privileges.
2. How much in fines was forgiven by library staff either in 2019 or 2020?
3. The total amount of late fees/fines now pending?
4. The total amount of late fees/fines collected the last two years (fiscal or calendar)?
5. What is the Consortium's policy with us regarding items we do not return or are returned late to the Consortium?
6. How does our Library Policy compare to other Libraries in our consortium regarding late fines and lost materials?
7. Can you provide an estimate of the approximate (average) replacement cost to us for materials that are lost or significantly damaged?

I suggest that the Board and Library Staff try to find answers to these and perhaps related questions, and then plan on coming to the January 26<sup>th</sup>, 2021 City Council Work Session. This is the ideal time for the Board to informally discuss with the City Council possible changes and or improvements to the current, written Library Policy Manual.

Then, if the City Council seems favorable to possible changes, the Board could draft one or more amendments to the Policy Manual and present those at the February 9<sup>th</sup> City Council Regular Meeting for consideration of formal adoption.

City staff should work with advisory boards to help prepare recommendations to the City Council that are consistent with City Council goals and are likely to be adopted by the City Council. I think if these steps are followed, we are more likely to achieve an end result satisfactory to the Board, City Council, and most importantly our citizens.

**Agenda Bill**  
**Harrisburg Library Board**  
Harrisburg, Oregon

---

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

**STAFF REPORT:**

Exhibit A: Fine Free Proposal

Exhibit B: Other Libraries Policies on Renewing Materials

**ACTION: MOTION TO RECOMMEND THE APPROVED LIBRARY PROPOSAL BE PRESENTED TO THE CITY COUNCIL AT THE MARCH 23<sup>RD</sup>, 2021 WORK SESSION.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda-March 11, 2021 at 6pm

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

**STAFF RECOMMENDATION:**

**Staff recommend the Library Board and staff, review the Fine-Free Proposal (EXHIBIT A) submitted by Library Board President; Casandra Barney, and make appropriate changes for a final version to be submitted to City Council at the next work session as proposed or amended.**

**BACKGROUND INFORMATION:**

On May 9, 2019, the Library Board created and presented a proposal to the City Council requesting that the Library become fine free. The Council was not able to make an informed decision at the time due to insufficient information provided and the proposal was not approved.

Since that time, the Library Board has met several times gathering the information needed and has created a new proposal for City Council. At this meeting, the Library Board will need to approve the proposal as is or make changes. If changes are made, the Board will need to approve those changes tonight. This proposal has been changed from a "Fine Free Trial" to becoming 'Fine Free.

Things that need to be reviewed:

- **Renewing Materials:** According to the proposal, (EXHIBIT A) page 7, if the loaned item is not returned on time, it can be auto-renewed twice by the library if there are no holds. Each time materials are checked out; it is for 21 days. If we renew it two more times, that is a total of 63 days and an additional 14 before it

becomes lost. If the item was lost during the first checkout period, we are now 77 days post checkout before it is marked as lost. Is this assuming the patron wants to renew and that the material is not lost? Should the patron be responsible for renewing materials? **EXHIBIT B** shows the policy for other Library's regarding renewing of materials. From the examples listed, there were none that auto-renew.

- Loss of Library Privileges: On page 7 of the Library proposal, if a patron's account reaches a balance of \$20.00 in fines for lost or damaged books, their borrowing privileges will be frozen. Is this the amount we want? What are other Library's doing? Several Library's suspend once the materials are 30 days lost or for lower amounts. Please see **EXHIBIT B** for examples from other Library's.
- Administration Fee: Currently the Library Policy states that if items are lost or damaged, patron must pay the replacement cost plus a 25 percent administrative fee. When materials are lost or damaged, it creates extra work for the staff which includes, sending notices out to the patrons, reordering materials, and preparing for shelving once again.

Once the proposal is reviewed and the changes are made, the Board will approve the changes and submit any revisions to staff by March 15<sup>th</sup>. The final proposal will be presented to City Council on March 23, 2021 at 6:30pm.

REVIEW AND APPROVAL:

\_\_\_\_\_  
Michele Eldridge  
City Administrator

\_\_\_\_\_  
Date

# Harrisburg Oregon City Library



# Fine-Free Proposal



**By: Harrisburg City Library Board**

**Members: Cassandra Barney, Jayne Detering, Violet Stone, Anita McClure, and Desria Hansen**

**Submitted: March 13, 2021**

Contents

Overview: ..... 3  
Background Information:..... 3  
Goals and Objectives: ..... 4  
Rational and Economics:..... 4  
Monitoring and Evaluation: ..... 7  
Conclusions: ..... 8

*“Overdue fines are not distinguishing between people who are responsible and who are not. They're distinguishing between people who can and cannot use money to overcome a common oversight.”*

*~Curtis Rogers, ULC’s communications director*

**Overview:** We, The Library Board of Harrisburg City, Oregon, propose our library to eliminate fines related to late-fees beginning July 1, 2021.

To define the fees we are wanting to eliminate, they are for the late fines accrued for overdue materials. This proposal is not to eliminate the fines accumulated from lost or unreturned materials. There will still be fines collected for those and for; card replacement, damaged items, paper copies, and prints. This proposal is for adopting a successfully proven, fine-free program for overdue materials that have been returned.

Over the years, libraries have found that the due-date has as much impact as overdue fines when it comes to patrons returning library items.

Patrons see overdue fines as being punitive and are more inclined to return items and continue using library resources when overdue fines have been removed.

**Background Information:** Libraries have been using fines for decades to avert patrons from bringing library materials back late. But many libraries across the country are eliminating their fees and adopting a fine-free system. Research has shown that overdue fees tend to drive away the very citizens who might benefit the most from having access to free library materials. After examining the effects library fines have on patrons, it was found that they disproportionately discourage low-income residents and children.

In her article "Penny Wise, Pound Foolish," Caywood (1994) emphasized this point: "Some librarians argue that fines teach children responsibility. This is an ironic view since it often is the parent--if not the child--who decides if they can return to the library by the due date. I have watched some parents become so incensed over a child's fines that they forbade library use. I don't know whether these kids are learning responsibility, but I'm certain they are not learning to regard the library as a welcoming place (p. 44)."

The American Library Association (ALA) States: "Monetary fines present an economic barrier to access of library materials and services. There is mounting evidence that indicates eliminating fines increases library card adoption and library usage. Monetary fines absorb valuable staff time and ultimately do not serve the core mission of the modern library."

Dropping fines has been proven to increase library resource use. There are statistics that show that enforcing fines does not bring materials back sooner, and they don't bring in much, if any, revenue. But they do have a negative impact on not only the patrons, but the librarian-patron relationship. "Collecting fines and blocking



accounts can be time-consuming, stressful, and unpleasant for librarians, and can cause general discomfort and even ill will in a community.” (9)

**Goals and Objectives:** One goal of our library is to provide resources to the public, which is made possible by the citizens since they pay taxes that support the library. The library should then reach as many people as possible, with more resources, while trying to maintain costs. We hope to make our library more accessible to everyone by removing barriers to library use that are created by late fines. Our Harrisburg library has hardly been able to be used the past two years because of the remodel and COVID-19. Because of this, we hope to offer as many resources and a sense of community once we are able to open our doors to the public again. Our librarians have worked hard to stock our library with a variety of genres and resources to give equal access to all people no matter their race, class, religion, disabilities, gender, etc. But patrons who come through our door that cannot afford to pay for an overdue fine for a book they returned, are not in a place of equal access. We hope to create a more peaceful environment for our librarians to work with the public by decreasing the tension that arises between them and patrons involving late fees and lost library privileges.

**Rational and Economics:** The libraries we have researched who have gone fine free in any way, have had the number of borrowers increase by approximately 10%. Research shows that library fines and fees aren’t a sustainable or dependable form of revenue. They also do not bring materials back faster. The libraries that have eliminated overdue fines get their materials back at the same rate, or even faster.

Examples of Fine-Free Libraries in Oregon:

1. All the libraries in the Benton County Public Library System (Alsea Community Library, Corvallis Public Library, Monroe Community Library, and Philomath Community Library).
2. Roseburg Public Library
3. Waldport Public Library
4. Driftwood Public Library in Lincoln City
5. Newport Public Library
6. Multnomah County Library

Reasons to go fine free include:

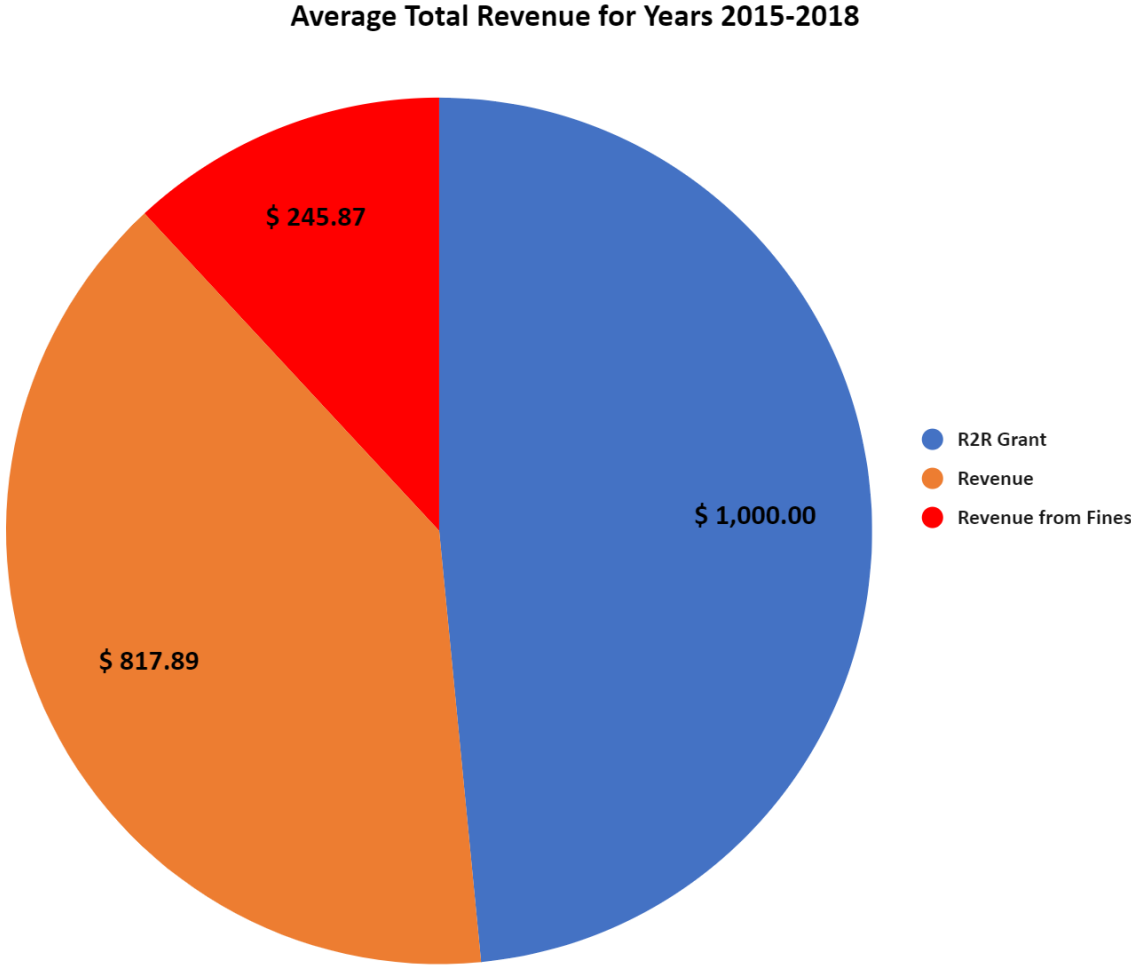
1. We’d be removing a barrier to access; therefore, more people will be able to use the library

2. The library could provide equitable service; consider that unpaid fees, and therefore blocked library cards, are more often a burden of lower income families.
3. Fees penalize children and their future success.
4. Fine-free supports early literacy which is key to future academic and economic success.
  - Children introduced to reading early on tend to read earlier and excel in school compared to children who are not exposed to language and books at a young age (American Academy of Pediatrics).
  - Reading, rhyming, singing, and talking — beginning from birth — profoundly influence literacy and language development, the foundations for all other learning ([www.healthychildren.org](http://www.healthychildren.org)).
  - More than 1 in 3 American children start Kindergarten without the skills they need to learn to read (American Academy of Pediatrics).
  - Developing early literacy skills makes it easier for children to learn to read. Children who enter school with these skills have an advantage that carries with them throughout their school years. However, more than 1 in 3 American children enter Kindergarten without the skills they need to learn to read (American Academy of Pediatrics). Reading is an essential skill for success in school and later in life.
5. Early literacy is also linked to success in early education. “Law enforcement leaders believe that the government’s most fundamental responsibility is to protect the public safety. Government cannot fully meet this responsibility, however, without making sure that our most at-risk children have access to interventions that will help form the foundations of productive and law-abiding lives. We have got a choice today, and it boils down to dollars and common sense. If we invest in our kids today, we will pay far less for the costs of crime and lack of educational success in the years to come.” (8)
6. All three of our local schools score below Oregon’s average, and substantially below state grade-level expectations in English Language Arts.
  - Harrisburg Elementary only has 45% of students meeting grade-level expectations, to Oregon’s 51%.
  - Harrisburg Middle School has 43% compared to Oregon’s 56%.
  - Harrisburg High School has 65% to Oregon’s 70%.

An example of the success that Salt Lake City Library obtained by switching:

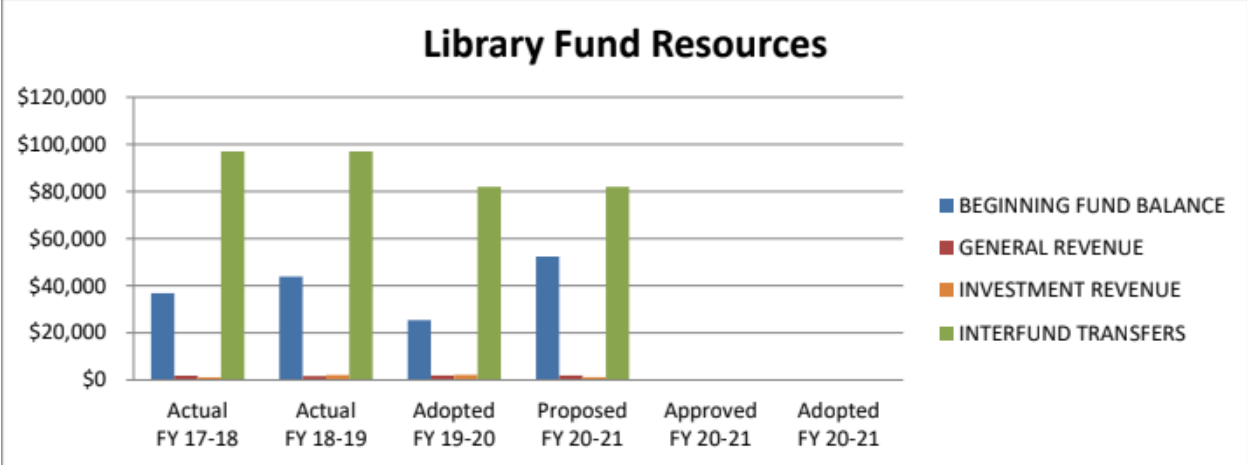
Compared to the previous three years: Checkouts up were 11.3%, borrowers up 11.3%, new cards up 3.5%, and finally gate count increased 12.5% from 2015 to 2016, but increased 27.1% from 2016 to 2017 after starting fine free program.

Below is a graph that shows the average, Yearly Total Revenue our library brings in.



\*The “Revenue” from the chart above includes the library Book Sale, donations, the silent auction, copies, and library cards.

The late fees are, on average, about 10% of the total revenue. If we don’t include our Ready to Read Grant, then it’s 17% of the revenue brought in. Below is another graph to show how insignificant our general revenue is when compared to the rest of the Library Fund Resources.



**Monitoring and Evaluation:** Patrons will still be expected to return items on their due date. Any materials, lost or damaged will be fined. There will be precautions taken to encourage returning library material. Below is an example of our action plan:

1. If a loaned item is not returned on time, it can be renewed twice if there are no holds.
2. After two renewals, the item is now considered late at the end of the second renewal period.
3. A notification will be sent out, informing the patron the item is out of renewals and needs to be returned as soon as possible.
4. On the thirtieth day, after the due date, it will be marked as *lost*, and the patron will be billed the pre-recorded cost of the book.
5. If a book is lost or damaged, the patron has the option to replace the book instead of paying the fine.
6. If the patron finds the book and returns it within 30 days after it's marked *lost* and it's in good condition, the replacement fee will be cleared.
7. If a patron's account reaches a balance of \$20 in fines for lost or damaged books that haven't been replaced, their borrowing privileges will be frozen until the balance comes below the \$20 limit. Patrons can still check out library material if they have a balance less than \$20.

**Current Statistics as of March 12, 2021:**

- 49 patrons have late fines on their account sufficient enough to lose their library privileges.
- The city would write off \$536.20 by implementing the fine-free proposal.

- The amount, in fines, forgiven by library staff for 2019, was \$2196.70. And for 2020, was \$861.59.
- The total amount of late fees/fines collected in 2019 was \$20.40 and in 2020 was \$136.10. Which is almost insignificant.
- Since we are part of the Linn Library Consortium, any material borrowed by patrons from another library in the consortium will be subject to the late fees of that specific library. This proposal is for material borrowed directly from our library.

**Conclusions:** As library board members, it is our mission to “provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the *entire community* in an atmosphere that is welcoming, respectful, and businesslike.” As members of this community, we work to create a space void of shame or discrimination. And as parents and grandparents to the children in this town, we strive to set a solid, literary foundation and to build up this community for their future.

We believe that making our library free of late fines will increase the number of patrons that use the library, break barriers to access for the lower-income population and children, and provide a welcoming environment for all to participate. We acknowledge that this will be a long-term investment and we are excited to see our community benefit from it.

**Statements from Harrisburg Residents:**

“I have 5 kiddos and we are so so busy that we almost always end up with overdue books. Being fine-free would make it much easier for us to borrow books without worrying about fines” ~Carlie Easterday Davis

“When we are a day late with a stack of books it adds up quickly. Once I get a fine, I am more reluctant to check out books for a while. I worry about getting more fines and then it takes away the joy of checking out the book. I only worry about getting it back in time.” ~Megan Talmadge

“I am willing to pay for lost or damaged books. But I feel like the ten cents per book per day adds up very quickly as I have every intention on bringing the book back and typically no one is waiting for the book. The fines have also been confusing, because I am sometimes charged for a book I already returned.” ~Kathryn McAbery

**Emails from Other Libraries:**

~I was hired in July 2018 to open the former Douglas County Library System headquarters building as Roseburg Public Library. We were creating a new library essentially from scratch. Yes, we are City funded, and yes, we are fully fine free for all of our patrons.

One of my questions to the City Manager during my interview was whether he would be agreeable to opening as a fine free library, and he was. That made it simple. No one voiced objections to that policy when we opened in December 2018, and no one has since.

We were in a different situation than libraries who have had fines forever and are trying to go fine free. I was the director at New Ulm (Minnesota) Public Library and tried for a couple of years to go fine free without success. As I was leaving, the Board discussed and since has implemented a gradual shift to fine free. I think it was kids cards first or children's materials first and then adults.

I have a couple of arguments:

- Fines generated very little revenue (at New Ulm it was about 1 percent of all revenue), and that revenue was more than offset by the staff time it took to collect fines and talk with patrons who questioned their bill.
- Fines overwhelmingly affect the economically disadvantaged, who may not get a library card because they are afraid of incurring fines or who incur fines and lose their privileges because they are unable to pay. Those are some of the folks who would benefit most from public library services.
- We still charge for the material if it is not returned after a certain period of time (30 days in our case).
- The goodwill alone is worth it. People are pleasantly surprised to hear about our policy and leave with a smile on their face.
- For folks who say we're teaching responsibility by assessing fines, I say that's not our role as librarians.

During my campaign, I included pro and con articles for going fine free in the Library Board packet and included discussion time on the agenda. It was a matter of getting people comfortable with a whole new way of thinking about library lending.

I think I would have an easier time today because so many huge libraries are wiping the slate clean - Multnomah County and St. Paul (Minnesota) Public, among the largest.

I'm happy to chat about this more with you. Don't hesitate to follow up by phone or email.

Good luck! Your efforts will be worth it for the library and the community.

Kris Wiley  
Roseburg Public Library  
541-492-7051

~My staff passed along your question about going fine free.

Albany Public Library is not currently fine free, and with the current finances of the City it may be awhile before we can entertain the idea.

At my last library (in Colorado) we were looking going fine free and were almost ready to make the call, but again the City finances made keeping every penny possible the top priority.

My professional opinion is that going fine free is the right direction to move, especially as those that rely on library services the most are likely to be dealing with tougher economic situations now.

Please feel free to contact me with any questions, I don't know but I believe most of the libraries in Linn county do still have fines.

That means Harrisburg could be doing some yeomen's work here!

Best,

Eric

**Eric Ikenouye**  
 Library Director  
 541-917-7589 office

**Albany Public Library**  
 City of Albany, Oregon  
 2450 14th Avenue SE, Albany, Oregon 97322  
 541-917-7580

[library.cityofalbany.net](http://library.cityofalbany.net)

### Resources

1. <https://www.npr.org/2019/11/30/781374759/we-wanted-our-patrons-back-public-braries-scrap-late-fines-to-alleviate-inequi>
2. <http://www.cde.state.co.us/cdelib/removingbarrierstoaccess>
3. <https://www.bloomberg.com/news/articles/2019-10-02/are-library-late-fees-useful-chicago-says-no>
4. <https://www.glenridgelibrary.org/finefree.html>

5. <https://cbcpubliclibrary.net/fine-free/>
6. <https://stories.opengov.com/frvpld/published/pysWqCQFs>
7. <https://www.raisingreaders.org/understanding-early-literacy/why-is-early-literacy-important/>
8. <https://strongnation.s3.amazonaws.com/documents/638/21c3574b-494c-495b-9249-ed8f939d40a.pdf?1555512439&inline;%20filename=%22Law%20Enforcement%20Agrees:%20High-Quality%20Pre-K%20is%20Crime%20Prevention.pdf%22>
9. <https://www.theatlantic.com/notes/2020/12/why-some-libraries-are-ending-fines/617253/>



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

---

**THE MATTER OF PROVIDING WASTEWATER PRESSURE LINES UNDER SLOW TRACKS**

**STAFF REPORT:**

Exhibit A: Sanitary Sewer Overflow Improvements Plans

**ACTION: THE ENGINEERS REPORT BEING BROUGHT TO THE MEETING WILL HAVE THE MOTION DETAIL BASED ON THE BIDS OPENED ON MARCH 16, 2021.**

---

**THIS AGENDA BILL IS DESTINED FOR:** Work Session Agenda – March 23, 2021

<b>BUDGET IMPACT</b>		
COST	BUDGETED?	SOURCE OF FUNDS
\$100,000 to \$125,000	Yes	Sewer SDC's Sewer Fund – Capital Outlay

**STAFF RECOMMENDATION:**

**Staff recommends that Council follow the recommendation made by the City Engineer**

**BACKGROUND INFORMATION:**

This project has multiple phases to complete emergency repairs and improve the overall functionality of our sewer system where it crosses under the slow speed tracks.

The City Council has been briefed previously and has an understanding of the vulnerability of the condition of our Wastewater System. This phase of the project will have a major impact on the ability of the City staff to handle wastewater flows in this area if our mainline should fail.

This project would include two new pressure wastewater lines to be installed within steel casing at two locations under the slow speed railroad tracks for emergency pumping of sewage from the east side to the west side of 4<sup>th</sup> Street. The Engineer completed the plans, and the project sent out for bid on February 25th, 2021.

The project bid opening was on March 16th, 2021; all bids that are found to be complete and in compliance with project manual requirements are on the supplied tally sheet being provided at the Council meeting. The tally sheet of bids received, and the Engineers recommendation are in the handout materials. The Engineers estimate for this project is \$100,000 - \$125,000.

**REVIEW AND APPROVAL:**

Michele Eldridge, City Administrator 03.15.21



# SANITARY SEWER OVERFLOW IMPROVEMENTS

## SMITH-MOORE ALLEY & 4TH STREET

## SCHOOLING & 4TH STREET

## HARRISBURG, OREGON



EXPIRES: DECEMBER 31, 2022

project title:

### GENERAL NOTES

- ALL WORK SHALL MEET THE FOLLOWING SPECIFICATIONS "2021 OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE "2021 OREGON STANDARD DRAWINGS".
- THE LOCATION UTILITIES SHOWN ON THE PLANS IS APPROXIMATE. THE CONTRACTOR SHALL CALL THE "ONE-CALL" UTILITY LOCATION NUMBER, 1-800-332-2344, FOR FIELD LOCATION AND DEPTH BEFORE EXCAVATING.
- OREGON LAW REQUIRES THE CONTRACTOR TO FOLLOW RULES ADOPTED BY OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010 THROUGH OAR 952-001-0090. THE CONTRACTOR MAY OBTAIN COPIES OF THE RULES BY CALLING THE CENTER. (NOTE: THE TELEPHONE NUMBER FOR THE OREGON UTILITY NOTIFICATION CENTER IS (503) 232-1987).
- CONTRACTOR SHALL FIELD VERIFY UNDERGROUND FACILITIES DURING THE CONSTRUCTION PERIOD. CONTRACTOR SHALL BE HELD RESPONSIBLE FOR THE CORRECTION OF ANY UNDERGROUND UTILITY FACILITIES DAMAGED BY CONTRACTOR'S WORK.
- THE CONTRACTOR SHALL PROVIDE ALL TRAFFIC CONTROL DEVICES NECESSARY TO PROTECT AND SAFEGUARD THE PUBLIC AND WORKERS AGAINST INJURY AND PROTECT THE WORK AGAINST DAMAGE. ALL TEMPORARY TRAFFIC CONTROL SIGNING AND DEVICES SHALL BE IN PLACE PRIOR TO BEGINNING WORK. ALL TRAFFIC CONTROL SHALL CONFORM TO MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS (M.U.T.C.D.), CURRENT EDITION, AS SUPPLEMENTED AND AMENDED BY THE OREGON SUPPLEMENTS AND AS SHOWN IN THE OREGON DEPARTMENT OF TRANSPORTATION, "2011 TEMPORARY TRAFFIC CONTROL HANDBOOK". THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY REQUIRED TRAFFIC CONTROL AS FIELD CONDITIONS WARRANT.
- RESTORE ALL DISTURBED AREAS TO PRE-CONSTRUCTION CONDITIONS AND PERMANENTLY STABILIZE ALL AREAS DISTURBED DURING THE COURSE OF THE PROJECT.
- CONTRACTOR SHALL HANDLE AND DISPOSE OF ASBESTOS PIPE IN ACCORDANCE WITH ALL APPLICABLE STATE AND FEDERAL REGULATIONS. CONTRACTOR RESPONSIBLE FOR NECESSARY PERMITS AND FEES.
- CONTRACTOR SHALL OBTAIN ALL NECESSARY LOCAL, COUNTY, STATE, AND UTILITY CONSTRUCTION PERMITS, AND SHALL CONTACT EACH PERMITTING AGENCY AT LEAST TWO (2) BUSINESS DAYS PRIOR TO STARTING WORK. CONTRACTOR SHALL OBTAIN ALL REQUIRED LICENSES BEFORE STARTING CONSTRUCTION.
- DESIGN IS BASED ON A LIMITED SURVEY, AERIAL PHOTOGRAPHY, AND MAPPING. CONTRACTOR MAY NEED TO WORK AROUND FACILITIES OR OBJECTS NOT SHOWN. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PERFORM A SITE VISIT TO BECOME FAMILIAR WITH THE WORKSITE, CONDITIONS, AND ANY UNMAPPED FEATURES THAT MAY AFFECT WORK. MINOR ADJUSTMENTS OF THE WORK SHALL NOT BE GROUNDS FOR A CHANGE ORDER.
- CONTRACTOR SHALL EMPLOY EROSION CONTROL MEASURES AS NECESSARY TO PREVENT SEDIMENT FROM ENTERING STORMWATER COLLECTION SYSTEMS. BIOBAGS, FILTER INSERTS, OR SIMILAR SHALL BE USED IN ANY DOWNSTREAM CATCH BASIN OR INLET. CONTRACTOR SHALL INSTALL AND MAINTAIN EROSION AND SEDIMENT CONTROL DURING CONSTRUCTION (ANY TIME OF YEAR) PER THE REQUIREMENTS OF "2021 OREGON STANDARD SPEC. FOR CONSTRUCTION" & THE "2021 OREGON STANDARD DRAWINGS", LINN COUNTY AND THE OREGON DEQ.
- CONTRACTOR SHALL COMPLY WITH ALL REQUIREMENTS OF ORS 757.541 TO 757.571. THE CONTRACTOR SHALL NOTIFY EACH UNDERGROUND UTILITY AT LEAST 48 BUSINESS-DAY HOURS, BUT NOT MORE THAN 10 BUSINESS DAYS, PRIOR TO EXCAVATING, BORING, OR POTHOLING.
- NO ADDITIONAL PAYMENT SHALL BE MADE FOR UTILITY RELOCATION COORDINATION OR DELAYS CAUSED BY UTILITY CONFLICTS. ALL COSTS RELATED TO UTILITY COORDINATION AND RELOCATION, INCLUDING ADDITIONAL POTHOLING, ARE TO BE CONSIDERED INCIDENTAL AND INCLUDED IN THE UNIT PRICES OF THE BID.
- UTILITIES OR INTERFERING PORTIONS OF UTILITIES THAT ARE ABANDONED IN PLACE SHALL BE REMOVED BY THE CONTRACTOR TO THE EXTENT NECESSARY TO ACCOMPLISH THE WORK. THE CONTRACTOR SHALL LEAVE THE REMAINING EXPOSED ENDS OF ABANDONED UTILITIES, UNLESS OTHERWISE REQUIRED BY THE OWNER.
- ALL CONSTRUCTION AND MATERIALS SHALL CONFORM TO THE PLANS AND PROJECT SPECIFICATIONS.
- CONTRACTOR SHALL KEEP AND MAINTAIN A CURRENT SET OF DRAWINGS ON SITE. CONTRACTOR TO KEEP ACCURATE "AS-BUILT" RECORD COPY OF PLANS. "AS-BUILT" PLANS TO BE RETURNED TO OWNER AT COMPLETION OF PROJECT.
- CONTRACTOR SHALL MAINTAIN ACCESS TO ALL HOMES AND BUSINESSES AT ALL TIMES. PROVIDE WRITTEN NOTICE TO ALL PROPERTY OWNERS AT LEAST TWO BUSINESS DAYS IN ADVANCE OF WORK.
- CONTRACTOR SHALL NOTIFY OWNER 48 HOURS BEFORE STARTING CONSTRUCTION, AND 24 HOURS BEFORE RESUMING WORK AFTER SHUTDOWNS EXCEPT FOR NORMAL RESUMPTION OF WORK FOLLOWING SATURDAY, SUNDAYS, OR HOLIDAYS. CONTRACTOR SHALL NOTIFY THE OWNER A MINIMUM OF 48 HOURS PRIOR TO ANY TESTING OR REQUIRED INSPECTION.
- ANY ALTERATION OR VARIANCE FROM THESE PLANS, EXCEPT MINOR FIELD ADJUSTMENT NEEDED TO MEET EXISTING FIELD CONDITIONS, SHALL FIRST BE APPROVED BY THE OWNER. ANY ALTERATIONS OR VARIANCE FROM THESE PLANS SHALL BE DOCUMENTED ON CONSTRUCTION FIELD PRINTS AND TRANSMITTED TO THE OWNER. ANY PROPOSED CHANGES IN CONSTRUCTION PLANS MUST BE SUBMITTED IN WRITING AND APPROVED BY OWNER PRIOR TO COMMENCING WORK.
- CONTRACTOR SHALL PROTECT ALL PROPERTY CORNERS, SURVEY MONUMENTS AND CONTROL POINTS. SURVEY MONUMENTS OF THIS TYPE DISTURBED DURING CONSTRUCTION SHALL BE REPLACED AT CONTRACTOR'S EXPENSE, WITH APPROPRIATE SURVEYS FILED WITH THE COUNTY SURVEYOR.
- THE CONTRACTOR SHALL DISPOSE OF ALL REMOVED OR REPLACED MATERIAL AND EQUIPMENT IN ACCORDANCE WITH ALL APPLICABLE REGULATIONS, EXCEPT THOSE ITEMS DESIGNATED BY THE OWNER FOR SALVAGED ITEMS SHALL REMAIN THE PROPERTY OF THE OWNER, AND SHALL BE CAREFULLY REMOVED AND STORED AS DIRECTED.
- ALL STRUCTURES, LOTS, SWALES, DITCHES, CURBS, ROADWAY SURFACING, SIDEWALKS, FENCES, WALLS, MAILBOXES, SIGNS, POLES, GUY WIRES, IRRIGATION PIPING, PIPING, AND UTILITIES DISTURBED DURING CONSTRUCTION SHALL BE RESTORED BY CONTRACTOR TO EXISTING CONDITION UNLESS OTHERWISE SPECIFIED.
- CONTRACTOR SHALL PROTECT TRAFFIC AT ALL TIMES DURING CONSTRUCTION. ALL TRAFFIC CONTROL MEASURES SHALL BE APPROVED BY CITY, COUNTY, AND STATE AS REQUIRED AND IN PLACE PRIOR TO ANY CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL PLANS TO THE OWNER FOR APPROVAL PRIOR TO COMMENCING ANY WORK WITHIN THE PUBLIC RIGHT-OF-WAY.
- CONTRACTOR TO COORDINATE AND WORK WITH PROPERTY OWNERS.

UTILITY PROVIDERS		
UTILITY	PROVIDER	PHONE NUMBER
WATER	CITY OF HARRISBURG	541-995-6655
SEWER	CITY OF HARRISBURG	541-995-6655
STORM	CITY OF HARRISBURG	541-995-6655
ELECTRIC	PACIFIC POWER	503-255-4634
GAS	NW NATURAL	503-220-2415
TELEPHONE	CENTURY LINK	800-283-4237
TELEVISION	COMCAST	541-230-0079

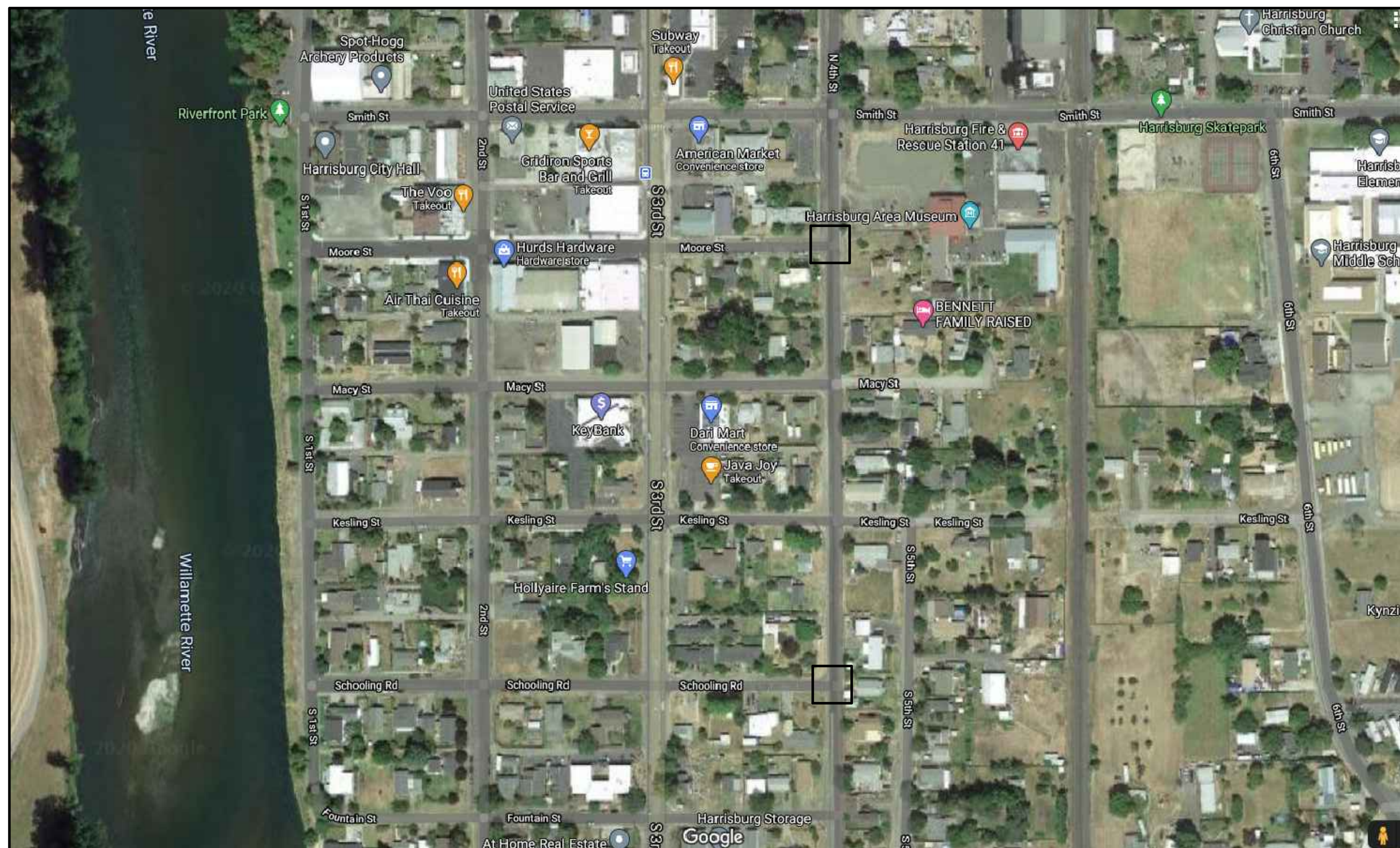
### LEGEND

EXISTING	
---	PROPERTY LINE
---	ADJOINER PROPERTY LINE
---	CURB
---	EDGE OF ASPHALT
(E)OHP	OVERHEAD WIRES
(-E)G	GAS LINE
(E)SD	STORMWATER LINE
(E)WW	WASTEWATER LINE
(-E)W	WATER LINE
(E)T	UNDERGROUND TELEPHONE LINE
---	CONTOUR LINE
---	FENCE
---	EDGE OF GRAVEL LINE
⊙	FIRE HYDRANT
⊙	WATER METER
⊙	WATER VALVE
⊙	WATER IRRIGATION VALVE
⊙	HOSE BIB

PROPOSED	
---	SAWCUT
---	PROPERTY LINE
---	ADJOINER PROPERTY LINE
---	CURB
---	STORMWATER LINE
---	WASTEWATER LINE
---	WATER LINE
---	CONTOUR LINE
---	FENCE
---	CONCRETE
---	ASPHALT
⊙	FIRE HYDRANT
⊙	WATER METER
⊙	STORM DRAIN MANHOLE
⊙	CATCH BASIN
⊙	MAIL BOX
⊙	SIGN
⊙	GUY WIRE
⊙	ELECTRIC POLE

### ABBREVIATIONS

TC	TOP OF CURB	HORZ.	HORIZONTAL
GL	GUTTER LINE	VERT.	VERTICAL
C	CONCRETE	ODOT	OREGON DEPARTMENT OF TRANSPORTATION
AC	ASPHALT CONCRETE	PC	POINT OF CURVATURE
BW	BACK OF WALK	PT	POINT OF TANGENCY
HMC	HOT MIX ASPHALT	PVI	POINT OF VERTICAL INTERSECTION
MAX	MAXIMUM	LVC	LENGTH OF VERTICAL INTERSECTION
MIN	MINIMUM	BVCS	BEGIN VERTICAL CURVE STATION
PSI	POUNDS PER SQUARE INCH	EVCS	END VERTICAL CURVE STATION
STA.	STATION	BVCE	BEGIN VERTICAL CURVE ELEVATION
HWY.	HIGHWAY	EVCE	END VERTICAL CURVE ELEVATION
STD.	STANDARD	PCC	POINT OF COMPOUND CURVE
DWG	DRAWING	PRC	POINT OF REVERSE CURVE
W/L	WATERLINE	CL	CENTERLINE
EX.	EXISTING	L	LEFT
PROP.	PROPOSED	R	RIGHT
SAN	SANITARY	WW	WASTEWATER
LAT	LATERAL	SS	SANITARY SEWER
IE	INVERT ELEVATION	SD	STORM DRAIN
ELEV.	ELEVATION	STM	STORM
FG	FINISHED GRADE	MH	MANHOLE
EG	EXISTING GRADE	CB	CATCH BASIN
		OCVA	DOUBLE CHECK VALVE ASSEMBLY



# SANITARY SEWER OVERFLOW IMPROVEMENTS

## SMITH-MOORE ALLEY & 4TH STREET

## SCHOOLING & 4TH STREET

## HARRISBURG, OREGON

revisions:

date: Feb 17, 2021  
drawn by: GAM  
designer: GAM  
project no: 20-009D

COVER SHEET

sheet:

**C0**

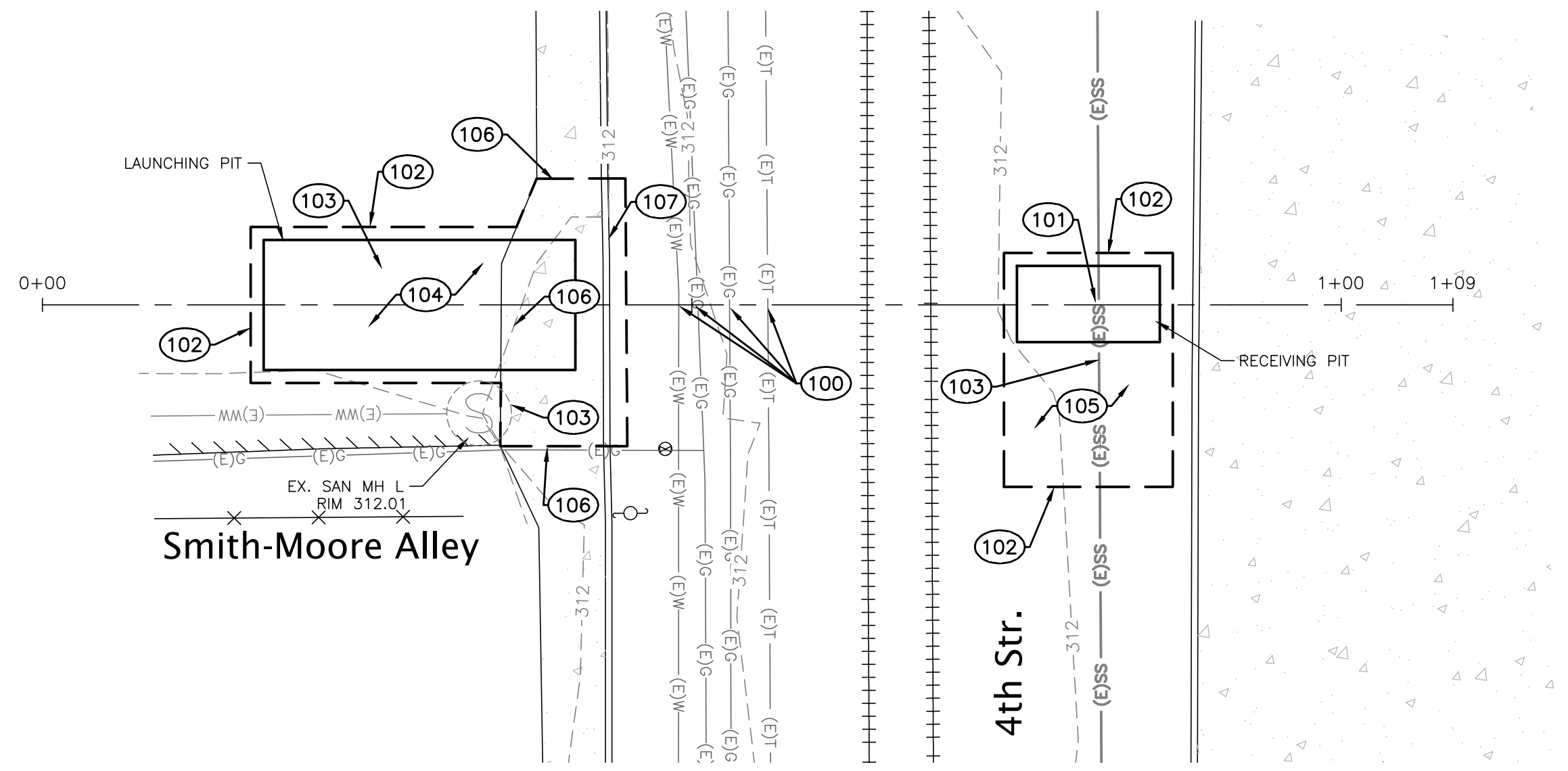
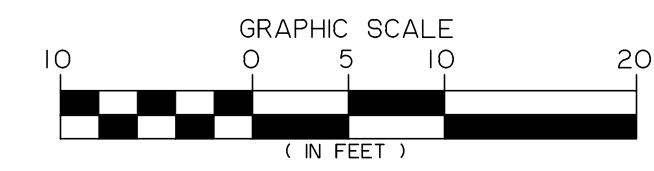
SHEET #	SHEET TITLE
C0	COVER SHEET
C1	SMITH ALLEY & 4TH EX. CONDITIONS & DEMOLITION
C2	SMITH ALLEY & 4TH BORING PLAN & PROFILE
C3	SCHOOLING & 4TH EX. CONDITIONS & DEMOLITION
C4	SCHOOLING & 4TH BORING PLAN & PROFILE
C5	DETAILS
C6	DETAILS





EXPRES: DECEMBER 31, 2022

project title:



**CONSTRUCTION NOTES**

- 100 — EXISTING UTILITY POTHOLED AND LOCATION, DEPTH, MATERIAL AND SIZE HAVE BEEN VERIFIED.
- 101 — POTHOLE EXISTING UTILITY AND VERIFY LOCATION, DEPTH, MATERIAL AND SIZE. NOTIFY ENGINEER OF ANY DISCREPANCIES.
- 102 — SAWCUT EXISTING AC PAVEMENT AND REMOVE SURFACING FROM SITE. INITIAL SAWCUT AT EDGE OF TRENCH. FINAL SAWCUT 6 INCHES FROM EDGE OF ANY DAMAGED AC PAVEMENT PER ODOT STD. DWG. RD302.
- 103 — PROTECT EXISTING UTILITY FROM DAMAGE.
- 104 — CONTRACTOR TO EXCAVATE LAUNCHING PIT LARGE ENOUGH TO ACCOMMODATE BORING EQUIPMENT AND DEEP ENOUGH TO CLEAR UNDERGROUND UTILITIES.
- 105 — CONTRACTOR TO EXCAVATE RECEIVING PIT LARGE ENOUGH TO ACCOMMODATE END OF BORE CASING AND PROPOSED STANDPIPE VAULT.
- 106 — SAWCUT EXISTING CONCRETE DRIVEWAY/SIDEWALK AND REMOVE SURFACING FROM SITE.
- 107 — SAWCUT AND REMOVE EXISTING CONCRETE CURB AND GUTTER AND REMOVE FROM SITE.

**SANITARY SEWER OVERFLOW IMPROVEMENTS**  
SMITH-MOORE ALLEY & 4TH STREET  
SCHOOLING & 4TH STREET  
HARRISBURG, OREGON

revisions:

date: Feb 17, 2021  
 drawn by: GAM  
 designer: GAM  
 project no: 20-009D

**SMITH ALLEY & 4TH EXISTING CONDITIONS & DEMOLITION**

sheet: **C1**



project title:

**SANITARY SEWER OVERFLOW IMPROVEMENTS**  
SMITH-MOORE ALLEY & 4TH STREET  
SCHOOLING & 4TH STREET  
HARRISBURG, OREGON

revisions:

date: Feb 17, 2021  
drawn by: GAM  
designer: GAM  
project no: 20-009D

**SMITH ALLEY & 4TH BORING PLAN & PROFILE**

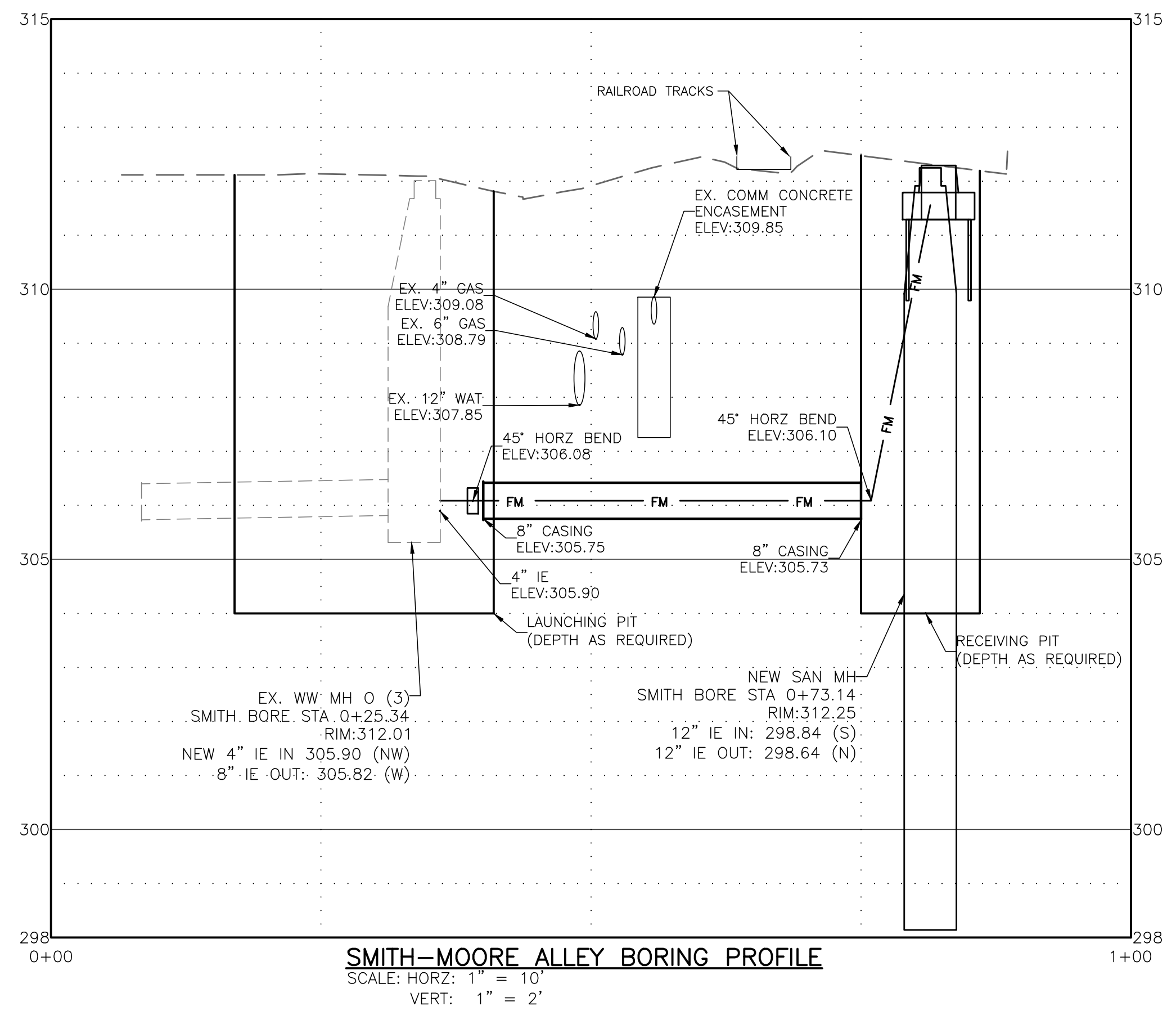
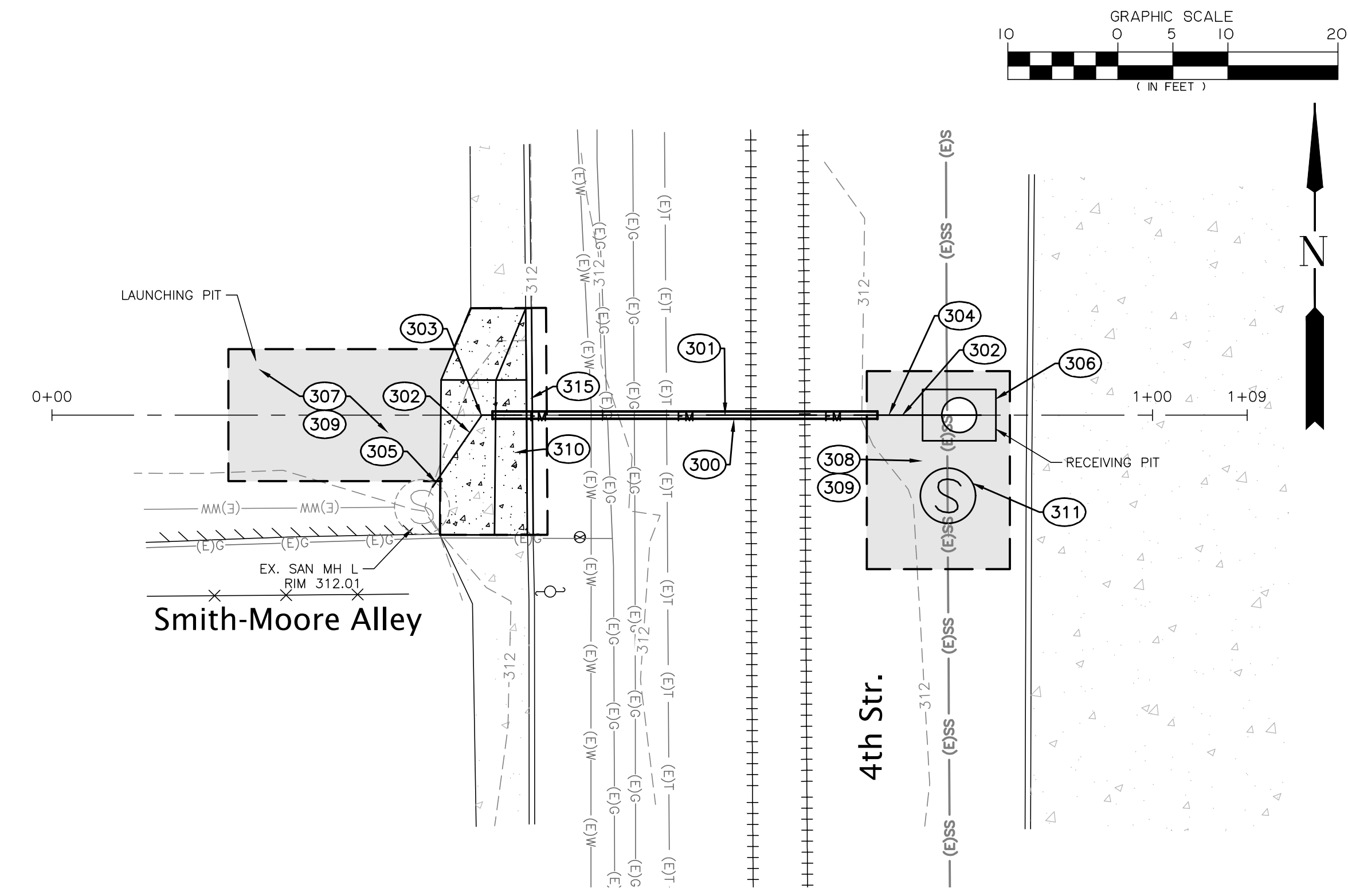
sheet: **C2**

**CONSTRUCTION NOTES**

- 300 → CONTRACTOR TO FURNISH AND INSTALL 33' OF 8" STEEL CASING. SEE PROFILE FOR ELEVATIONS AND SLOPE. SEE ODOT STANDARD DRAWING RD308 AND SECTION 406 OF THE 2021 ODOT CONSTRUCTION SPECIFICATIONS.
- 301 → CONTRACTOR TO FURNISH AND INSTALL 4" HDPE DR 17 SEWER FORCE MAIN (PE4710, IPS, GREEN STRIPE) IN STEEL CASING WITH APPROPRIATELY SIZED SPACERS. SEE ODOT STANDARD DRAWING RD308 AND SECTION 406 OF THE 2021 ODOT CONSTRUCTION SPECIFICATIONS.
- 302 → CONTRACTOR TO FURNISH AND INSTALL 4" HDPE DR 17 SEWER FORCE MAIN (PE4710, IPS, GREEN STRIPE) WITH CLASS 'B' BEDDING AND BACKFILL PER ODOT STANDARD DRAWING RD300. 36" MINIMUM OF COVER.
- 303 → CONTRACTOR TO FURNISH AND INSTALL 4" HDPE DR 17, 45 DEGREE HORIZONTAL BEND (BUTT FUSED) TO FOLLOW SEWER FORCE MAIN ALIGNMENT WITH CLASS 'B' BEDDING AND BACKFILL PER ODOT STANDARD DRAWING RD300.
- 304 → CONTRACTOR TO FURNISH AND INSTALL 4" HDPE DR 17, 45 DEGREE VERTICAL BEND (BUTT FUSED) TO FOLLOW SEWER FORCE MAIN ALIGNMENT WITH CLASS 'B' BEDDING AND BACKFILL PER ODOT STANDARD DRAWING RD300.
- 305 → CONTRACTOR TO CONNECT TO EXISTING SANITARY SEWER MANHOLE BY CORE DRILLING EX. MANHOLE AND GROUTING 4" PIPE IN PLACE USING NON-SHRINK GROUT.
- 306 → CONTRACTOR TO FURNISH AND INSTALL SEWER FORCE MAIN PUMP CONNECTION STAND PIPE AND VAULT PER DETAIL 1, SHEET C5.
- 307 → CONTRACTOR TO BACKFILL LAUNCHING PIT WITH 3/4"-0" CRUSHED QUARRY ROCK COMPACTED TO 95% RELATIVE MAXIMUM DENSITY AS DETERMINED BY AASHTO T-180. COMPACT IN 12" LIFTS.
- 308 → CONTRACTOR TO BACKFILL RECEIVING PIT WITH 3/4"-0" CRUSHED QUARRY ROCK COMPACTED TO 95% RELATIVE MAXIMUM DENSITY AS DETERMINED BY AASHTO T-180. COMPACT IN 12" LIFTS.
- 309 → CONTRACTOR TO FURNISH AND INSTALL 4" THICKNESS OF 1/2" DENSE, LEVEL 2 HMAC. FOLLOW THE 2021 OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION.
- 310 → CONTRACTOR TO CONSTRUCT CONCRETE DRIVEWAY APPROACH PER ODOT STANDARD DRAWING RD745, OPTION L.
- 311 → CONTRACTOR TO FURNISH AND INSTALL 48" DIAMETER SANITARY SEWER MANHOLE OVER EXISTING 12" SANITARY SEWER LINE PER ODOT STANDARD DRAWING RD338.
- 315 → CONTRACTOR TO FURNISH AND INSTALL CURB AND GUTTER PER ODOT STANDARD DRAWING RD700.

**STEEL PIPE CASING NOTE:**  
STEEL PIPE CASING SHALL BE MANUFACTURED FROM STEEL CONFORMING TO ASTM GRADE 2 WITH A MINIMUM YIELD STRENGTH OF 35,000 PSI BEFORE COLD FORMING. CASING THICKNESS SHALL BE A MINIMUM OF 0.25 INCHES. ACTUAL CASING THICKNESS SHALL BE DETERMINED BY THE CASING INSTALLER BASED ON AN EVALUATION OF THE REQUIRED JACKING FORCES. ANY BUCKLING OF THE CASING DUE TO JACKING FORCES SHALL BE REPAIRED AT NO COST TO THE CITY.

**CLASS 'B' BEDDING AND BACKFILL NOTE:**  
CLASS 'B' SHALL BE 1"-0" OR 3/4"-0" CRUSHED QUARRY ROCK.



REQUIRED TESTING AND FREQUENCY TABLE	PARTY RESPONSIBLE FOR PAYMENT	
	CONTRACTOR	OTHERS (see note 1)
STREETS, PARKING LOTS, PADS, FILLS, ETC		
ASPHALT 1 TEST/6,000 S.F./LIFT (4 MIN.)	X	SEE NOTE 2
PIPED UTILITIES, ALL		
TRENCH BACKFILL 1 TEST/200 FOOT TRENCH/LIFT (4 MIN.)	X	SEE NOTE 2
TRENCH AC RESTORATION 1 TEST/300 FOOT OF TRENCH (4 MIN.)	X	SEE NOTE 2
WATER		
PRESSURE TEST (TO BE WITNESSED BY OWNER'S REPRESENTATIVE OR APPROVING AGENCY)	X	SEE NOTE 4
BACTERIAL WATER TEST PER OREGON HEALTH DIVISION	X	SEE NOTE 2
CHLORINE RESIDUAL TEST PER CITY REQUIREMENTS	X	SEE NOTE 2
SANITARY SEWER (GRAVITY)		
PIPE -AIR OR HYDROSTATIC PER ODOT REQUIREMENTS. -DEFLECTION TESTING PER ODOT REQUIREMENTS. -VIDEO INSPECTION PER ODOT REQUIREMENTS.	X	SEE NOTE 2
MANHOLES VACUUM TESTING PER ODOT REQUIREMENTS	X	SEE NOTE 2
CONCRETE		
SLUMP, AIR & CYLINDERS FOR ALL STRUCTURES CURBS, SIDEWALKS AND PCC PAVEMENTS. UNLESS OTHERWISE SPECIFIED, ONE SET OF CYLINDERS PER 100 CUBIC YARDS (OR PORTION THEREOF) OF CONCRETE POURED PER DAY. SLUMP & AIR TESTS REQUIRED ON SAME LOAD AS CYLINDERS.	X	SEE NOTE 2
NOTE 1: "OTHERS" REFERS TO CITY'S AUTHORIZED REPRESENTATIVE OF APPROVING AGENCY AS APPLICABLE. CONTRACTOR RESPONSIBLE FOR SCHEDULING TESTING. ALL TESTING MUST BE COMPLETED PRIOR TO PERFORMING SUBSEQUENT WORK.		
NOTE 2: TESTING MUST BE PERFORMED BY AN APPROVED INDEPENDENT TESTING LABORATORY OR COMPANY.		
NOTE 3: IN ADDITION TO IN-PLACE DENSITY TESTING, THE SUBGRADE AND BASE ROCK SHALL BE PROOF ROLLED WITH A LOADED 10 YARD DUMP TRUCK PROVIDED BY THE CONTRACTOR. BASEROCK PROOFROLL SHALL TAKE PLACE IMMEDIATELY PRIOR TO (WITHIN 24 HOURS OF) PAVING, AND SHALL BE WITNESSED BY THE CITY'S AUTHORIZED REPRESENTATIVE OR APPROVING AGENCY. LOCATION AND PATTERN OF PROOFROLL TO BE DIRECTED BY SAID CITY'S REPRESENTATIVE OR APPROVING AGENCY.		
NOTE 4: TO BE WITNESSED BY THE CITY'S REPRESENTATIVE OR APPROVING AGENCY. THE CONTRACTOR SHALL PERFORM PRE-TESTS PRIOR TO SCHEDULING WATERLINE OR SANITARY SEWER PRESSURE TESTS, OR PIPELINE MANDREL TEST.		





project title:

## SANITARY SEWER OVERFLOW IMPROVEMENTS

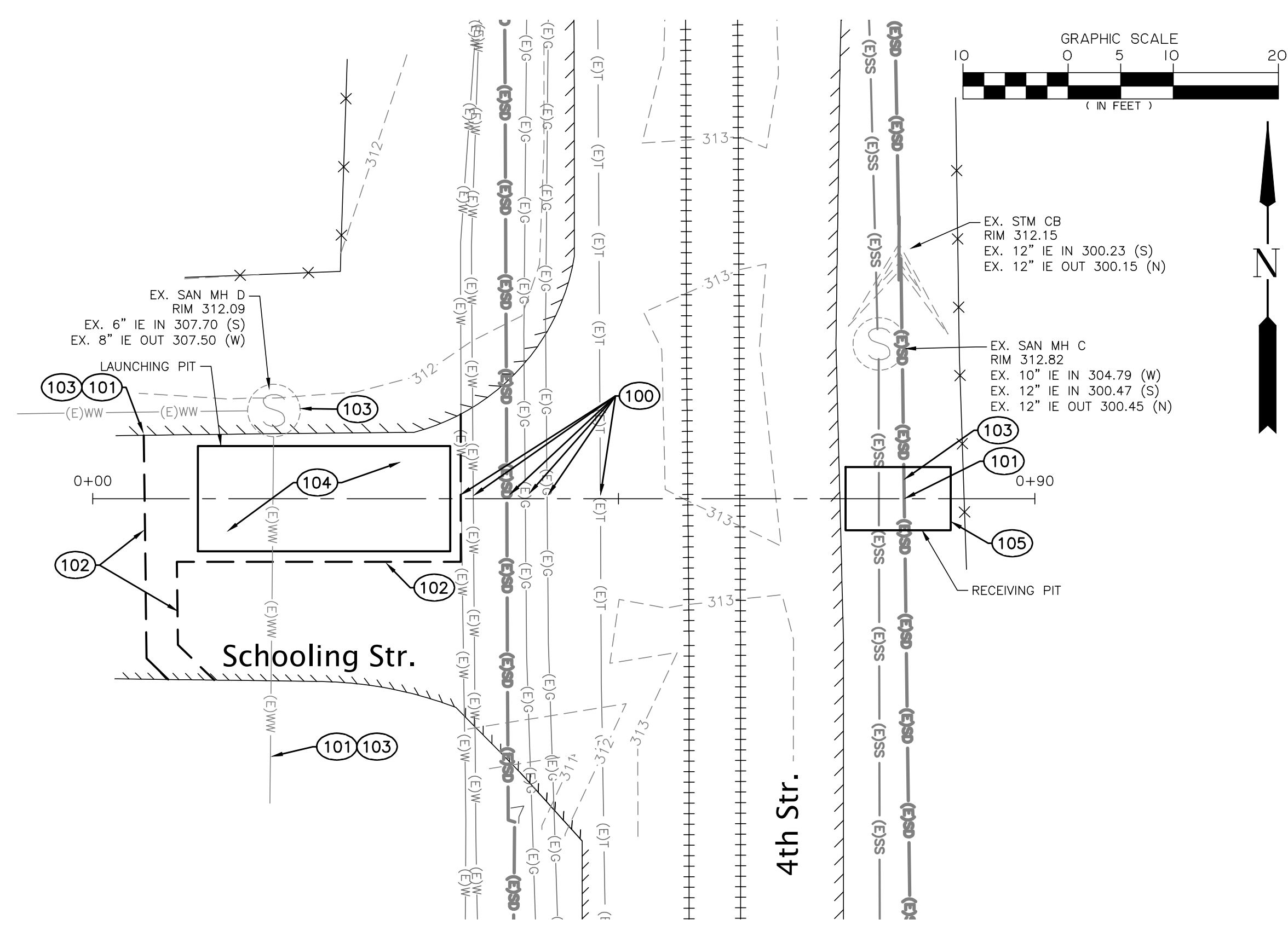
SMITH-MOORE ALLEY & 4TH STREET  
SCHOOLING & 4TH STREET  
HARRISBURG, OREGON

revisions:

date: Feb 17, 2021  
drawn by: GAM  
designer: GAM  
project no: 20-009D

### SCHOOLING & 4TH EXISTING CONDITIONS & DEMOLITION

sheet: **C3**



### CONSTRUCTION NOTES

- 100—EXISTING UTILITY POTHOLED AND LOCATION, DEPTH, MATERIAL AND SIZE HAVE BEEN VERIFIED.
- 101—POTHOLE EXISTING UTILITY AND VERIFY LOCATION, DEPTH, MATERIAL AND SIZE. NOTIFY ENGINEER OF ANY DISCREPANCIES.
- 102—SAWCUT EXISTING AC PAVEMENT AND REMOVE SURFACING FROM SITE. INITIAL SAWCUT AT EDGE OF TRENCH. FINAL SAWCUT 6 INCHES FROM EDGE OF ANY DAMAGED AC PAVEMENT PER ODOT STD. DWG. RD302.
- 103—PROTECT EXISTING UTILITY FROM DAMAGE.
- 104—CONTRACTOR TO EXCAVATE LAUNCHING PIT LARGE ENOUGH TO ACCOMMODATE BORING EQUIPMENT AND DEEP ENOUGH TO CLEAR UNDERGROUND UTILITIES.
- 105—CONTRACTOR TO EXCAVATE RECEIVING PIT LARGE ENOUGH TO ACCOMMODATE END OF BORE CASING AND PROPOSED STANDPIPE VAULT.

**CONSTRUCTION NOTES**

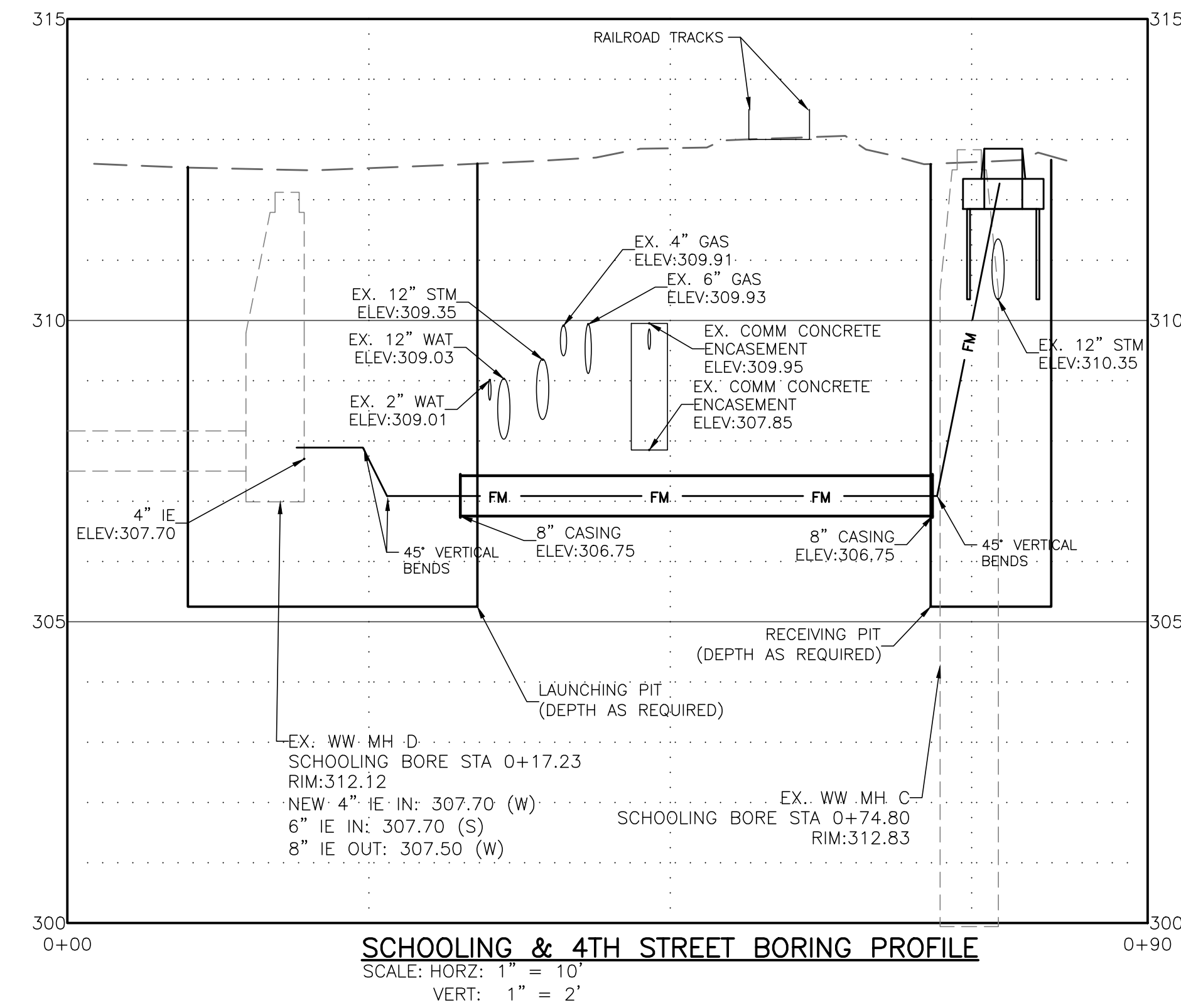
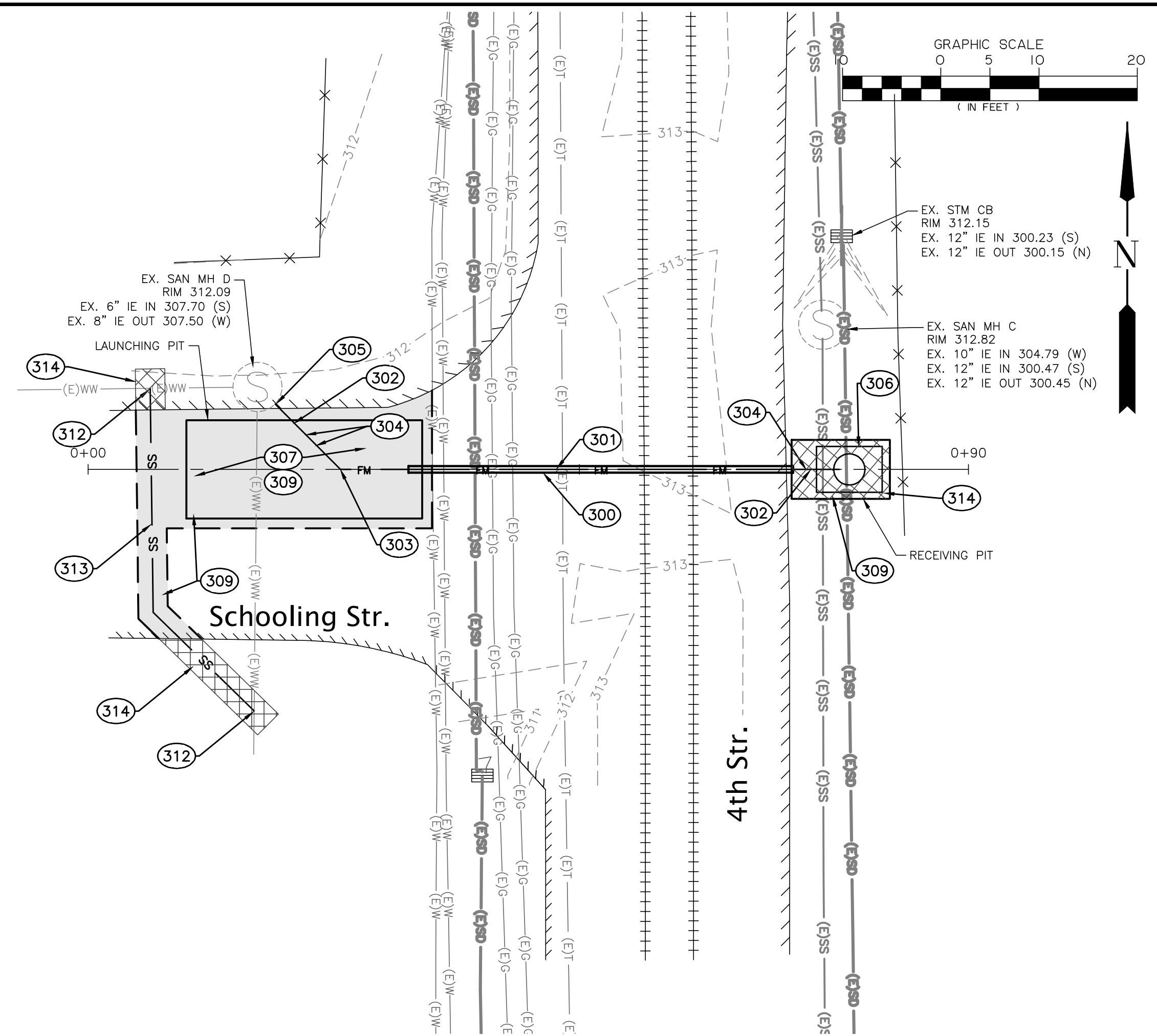
- 300—CONTRACTOR TO FURNISH AND INSTALL 40' OF 8" STEEL CASING. SEE PROFILE FOR ELEVATIONS AND SLOPE. SEE ODOT STANDARD DRAWING RD308 AND SECTION 406 OF THE 2021 ODOT CONSTRUCTION SPECIFICATIONS.
- 301—CONTRACTOR TO FURNISH AND INSTALL 4" HDPE DR 17 SEWER FORCE MAIN (PE4710, IPS, GREEN STRIPE) IN STEEL CASING WITH APPROPRIATELY SIZED SPACERS. SEE ODOT STANDARD DRAWING RD308 AND SECTION 406 OF THE 2021 ODOT CONSTRUCTION SPECIFICATIONS.
- 302—CONTRACTOR TO FURNISH AND INSTALL 4" HDPE DR 17 SEWER FORCE MAIN (PE4710, IPS, GREEN STRIPE) WITH CLASS 'B' BEDDING AND BACKFILL PER ODOT STANDARD DRAWING RD300. 36" MINIMUM OF COVER.
- 303—CONTRACTOR TO FURNISH AND INSTALL 4" HDPE DR 17, 45 DEGREE HORIZONTAL BEND (BUTT FUSED) TO FOLLOW SEWER FORCE MAIN ALIGNMENT WITH CLASS 'B' BEDDING AND BACKFILL PER ODOT STANDARD DRAWING RD300.
- 304—CONTRACTOR TO FURNISH AND INSTALL 4" HDPE DR 17, 45 DEGREE VERTICAL BEND (BUTT FUSED) TO FOLLOW SEWER FORCE MAIN ALIGNMENT WITH CLASS 'B' BEDDING AND BACKFILL PER ODOT STANDARD DRAWING RD300.
- 305—CONTRACTOR TO CONNECT TO EXISTING SANITARY SEWER MANHOLE BY CORE DRILLING EX. MANHOLE AND GROUTING 4" PIPE IN PLACE USING NON-SHRINK GROUT.
- 306—CONTRACTOR TO FURNISH AND INSTALL SEWER FORCE MAIN PUMP CONNECTION STAND PIPE AND VAULT PER DETAIL 1, SHEET C5.
- 307—CONTRACTOR TO BACKFILL LAUNCHING PIT WITH 3/4"-0" CRUSHED QUARRY ROCK COMPACTED TO 95% RELATIVE MAXIMUM DENSITY AS DETERMINED BY AASHTO T-180. COMPACT IN 12" LIFTS.
- 308—CONTRACTOR TO BACKFILL RECEIVING PIT WITH 3/4"-0" CRUSHED QUARRY ROCK COMPACTED TO 95% RELATIVE MAXIMUM DENSITY AS DETERMINED BY AASHTO T-180. COMPACT IN 12" LIFTS.
- 309—CONTRACTOR TO FURNISH AND INSTALL 4" THICKNESS OF 1/2" DENSE, LEVEL 2 HMAC. FOLLOW THE 2021 OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION.
- 312—CONTRACTOR TO CONNECT TO EXISTING SANITARY SEWER LINE USING APPROPRIATE COUPLINGS AND FITTING.
- 313—CONTRACTOR TO FURNISH AND INSTALL 4" SANITARY SEWER LATERAL (PVC D3034) WITH CLASS 'B' BEDDING AND BACKFILL PER ODOT STANDARD DRAWING RD300. BACKFILL RECEIVING PIT WITH 3/4"-0" CRUSHED QUARRY ROCK COMPACTED TO 95% RELATIVE MAXIMUM DENSITY AS DETERMINED BY AASHTO T-180.
- 314—CONTRACTOR TO RESTORE DISTURBED AREA TO PRE-CONSTRUCTION CONDITION OR BETTER. COORDINATE WITH PROPERTY OWNER.

**STEEL PIPE CASING NOTE:**

STEEL PIPE CASING SHALL BE MANUFACTURED FROM STEEL CONFORMING TO ASTM GRADE 2 WITH A MINIMUM YIELD STRENGTH OF 35,000 PSI BEFORE COLD FORMING. CASING THICKNESS SHALL BE A MINIMUM OF 0.25 INCHES. ACTUAL CASING THICKNESS SHALL BE DETERMINED BY THE CASING INSTALLER BASED ON AN EVALUATION OF THE REQUIRED JACKING FORCES. ANY BUCKLING OF THE CASING DUE TO JACKING FORCES SHALL BE REPAIRED AT NO COST TO THE CITY.

**CLASS 'B' BEDDING AND BACKFILL NOTE:**

CLASS 'B' SHALL BE 1"-0" OR 3/4"-0" CRUSHED QUARRY ROCK.



**SCHOOLING & 4TH STREET BORING PROFILE**

SCALE: HORIZ: 1" = 10'  
VERT: 1" = 2'

civil • transportation  
structural • geotechnical  
SURVEYING

310 5th Street  
Springfield, OR 97477  
p: 541.746.0637

www.BranchEngineering.com  
Springfield OR | Albany OR



EXPIRES: DECEMBER 31, 2022

project title:

**SANITARY SEWER OVERFLOW IMPROVEMENTS**  
SMITH-MOORE ALLEY & 4TH STREET  
SCHOOLING & 4TH STREET  
HARRISBURG, OREGON

revisions:

date: Feb 17, 2021  
drawn by: GAM  
designer: GAM  
project no: 20-009D

**SCHOOLING & 4TH BORING PLAN & PROFILE**

sheet:





project title:

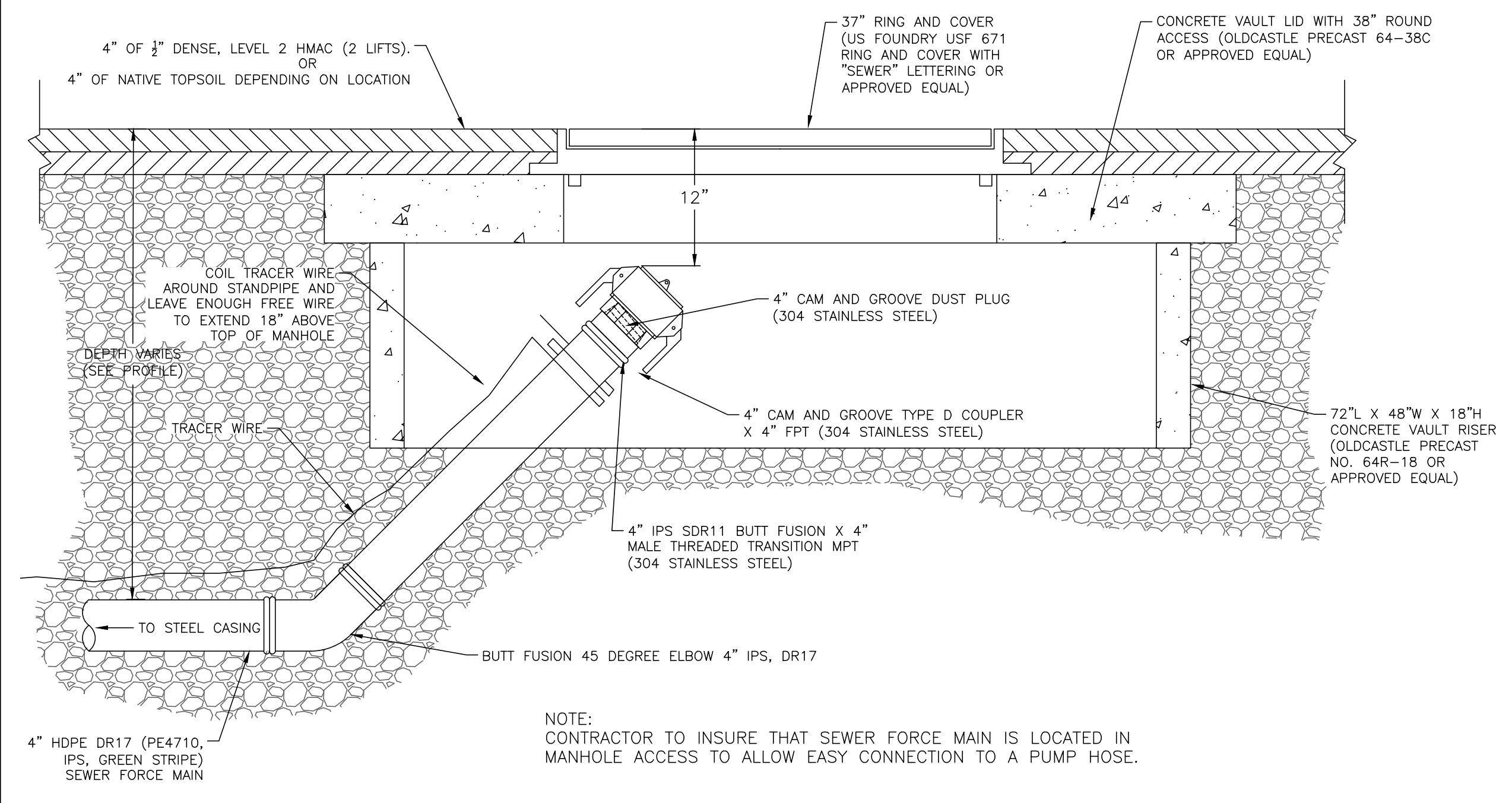
**SANITARY SEWER OVERFLOW IMPROVEMENTS**  
SMITH-MOORE ALLEY & 4TH STREET  
SCHOOILING & 4TH STREET  
HARRISBURG, OREGON

revisions:

date: Feb 17, 2021  
drawn by: GAM  
designer: GAM  
project no: 20-009D

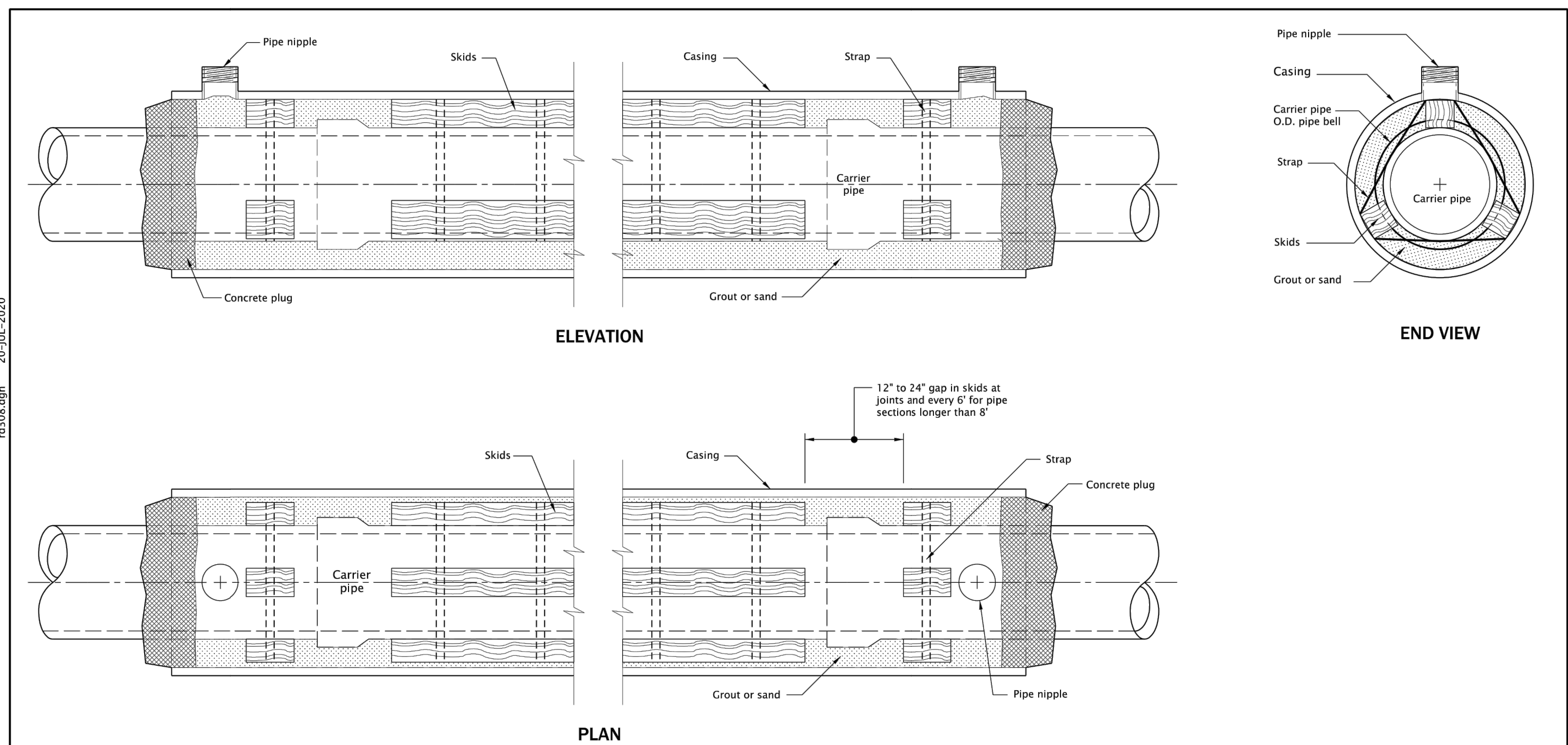
**DETAILS**

sheet: **C5**



**1 SEWER FORCE MAIN PUMP CONNECTION STAND PIPE AND VAULT DETAIL**  
SCALE: N.T.S.

DEPTH VARIES (SEE PROFILE)



- GENERAL NOTES FOR ALL DETAILS ON THIS SHEET:
- Type, size, and location(s) of casing, carrier pipe, skids, straps, pipe nipples, etc., are as required by the Engineer to meet site conditions.
  - Plug ends of casing with commercial grade concrete.
  - Block carrier pipe down or flood to resist flotation when filling annular space.
  - Provide pipe nipple at top of casing at each end of casing, for filling and verifying filling operation. Size to accommodate volume of grout or sand and site conditions (4" diameter minimum).
  - Strap pressure treated wood or manufactured skids to pipe, 3 skids per pipe section. Skids to support full length of pipe except bell.
  - See Std. Dwg. RD336 for tracer wire details (When required).

SDR DATE: 07-JAN-2013

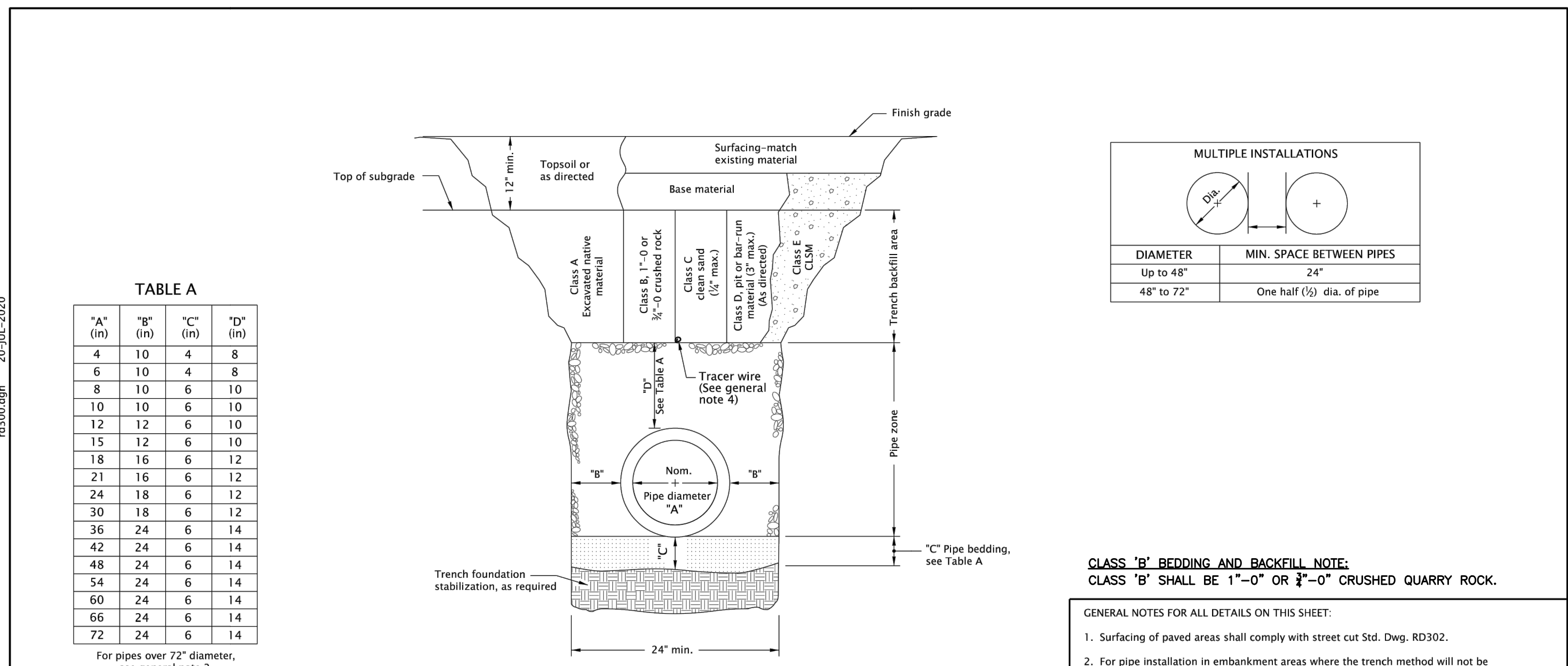
NOTE: All material and workmanship shall be in accordance with the current Oregon Standard Specifications

**OREGON STANDARD DRAWINGS**

**BORE CASING DETAIL**

DATE	REVISION DESCRIPTION
2021	

Effective Date: December 1, 2020 - May 31, 2021 RD308



**TABLE A**

"A" (in)	"B" (in)	"C" (in)	"D" (in)
4	10	4	8
6	10	4	8
8	10	6	10
10	10	6	10
12	12	6	10
15	12	6	10
18	16	6	12
21	16	6	12
24	18	6	12
30	18	6	12
36	24	6	14
42	24	6	14
48	24	6	14
54	24	6	14
60	24	6	14
66	24	6	14
72	24	6	14

For pipes over 72" diameter, see general note 3.

- CLASS 'B' BEDDING AND BACKFILL NOTE:**  
CLASS 'B' SHALL BE 1'-0" OR 3/4'-0" CRUSHED QUARRY ROCK.
- GENERAL NOTES FOR ALL DETAILS ON THIS SHEET:
- Surfacing of paved areas shall comply with street cut Std. Dwg. RD302.
  - For pipe installation in embankment areas where the trench method will not be used and the pipe is  $\geq 36"$  diameter, increase dimension "B" to nominal pipe diameter.
  - Pipes over 72" diameter are structures, and are not applicable to this drawing.
  - See Std. Dwg. RD336 for tracer wire details (When required).

SDR DATE: 14-JUL-2014

NOTE: All material and workmanship shall be in accordance with the current Oregon Standard Specifications

**OREGON STANDARD DRAWINGS**

**TRENCH BACKFILL, BEDDING, PIPE ZONE AND MULTIPLE INSTALLATIONS**

DATE	REVISION DESCRIPTION
2021	

Effective Date: December 1, 2020 - May 31, 2021 RD300





EXPIRES: DECEMBER 31, 2022

project title:

**SANITARY SEWER OVERFLOW IMPROVEMENTS**  
SMITH-MOORE ALLEY & 4TH STREET  
SCHOOILING & 4TH STREET  
HARRISBURG, OREGON

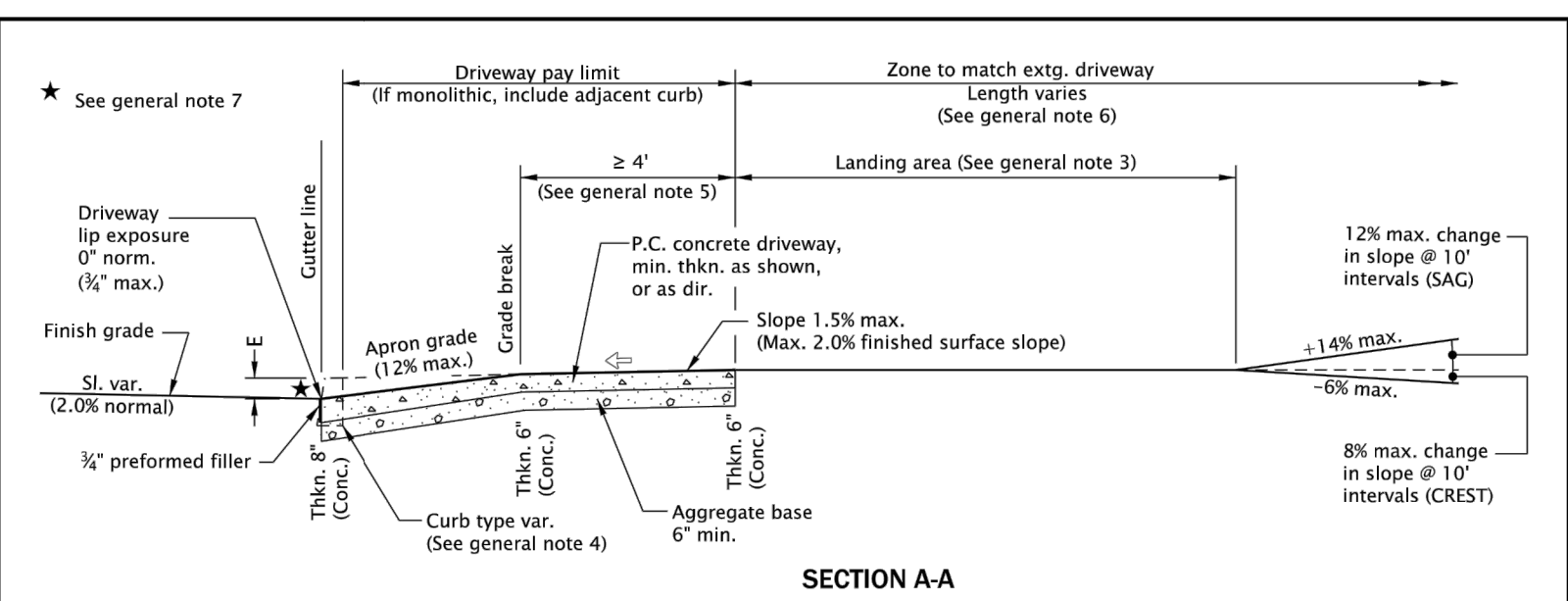
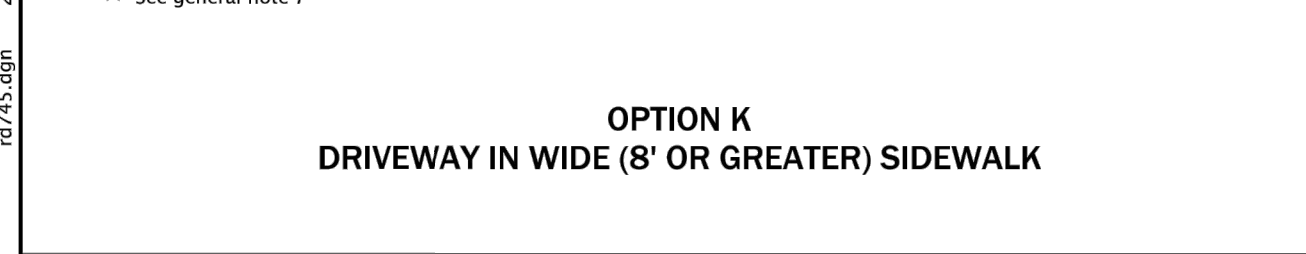
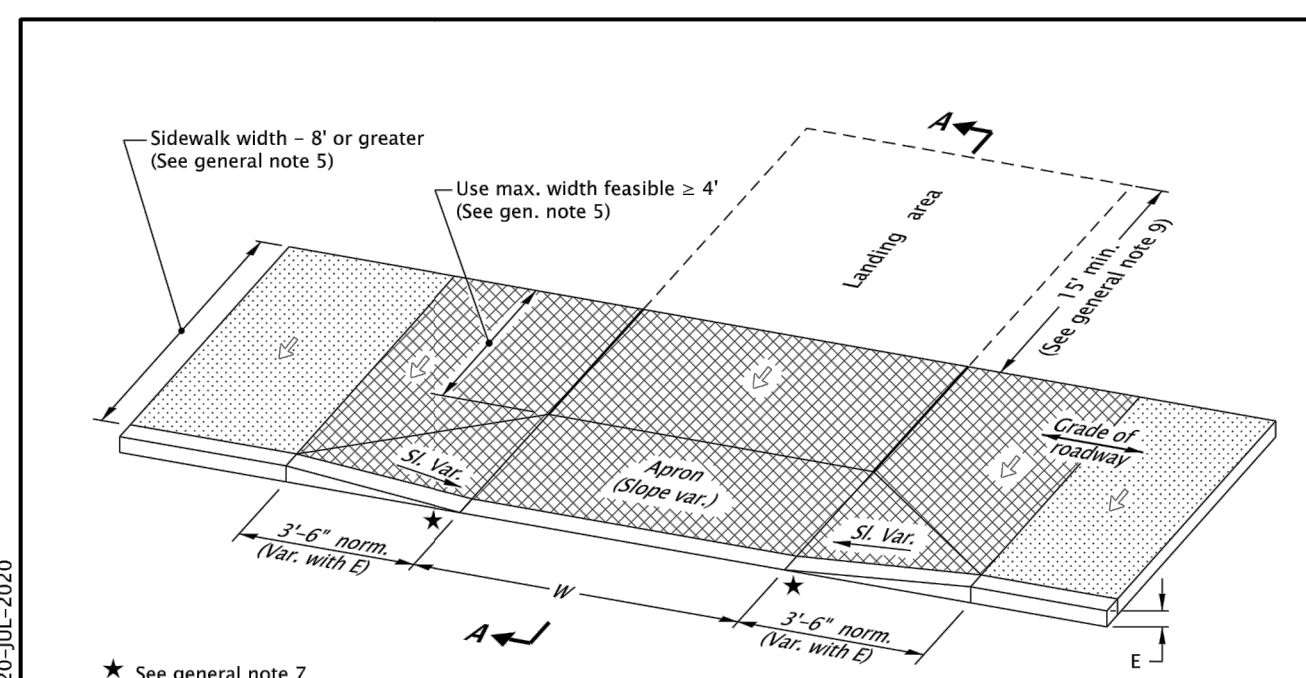
revisions:

date: Feb 17, 2021  
drawn by: GAM  
designer: GAM  
project no: 20-009D

**DETAILS**

sheet:

**C6**



GENERAL NOTES FOR ALL DETAILS ON THIS SHEET:

- Details are based on applicable ODOT Standards.
- Only use details allowed by jurisdiction.
- The following dimensions are as shown on plans, or as directed: driveway width, driveway slope, sidewalk width, curb exposure, driveway lip exposure, landing area length and width. See project plans for details not shown.
- Curb, gutter, and sidewalk types varies, see plans. See Std. Dwg. RD700 & RD701 for curb details. See Std. Dwg. RD720 for sidewalk details. See Std. Dwg. RD722 for joint details.
- A greater than or equal 4' unobstructed clear passage with cross slope 1.5% max. (Max. 2.0% finished surface slope) is required behind driveway apron.
- Where existing driveway is in good condition, and meets slope requirements, construct only as much landing area as required for satisfactory connection with new work.
- Check the gutter flow depth at driveway locations to assure that the design flood does not overtop the back of sidewalk at driveway. If overtopping occurs place an inlet at upstream side of driveway or perform other approved design mitigation.
- Construct a full depth expansion joints with #2" (in) preformed joint filler at ends of each driveway. Tooled joints are required at all driveway slope break lines.
- 15' min. of the driveway behind the sidewalk should be surfaced to prevent tracking of gravel onto the sidewalk.
- Monolithic curb & sidewalk shall retain thickened edge through lowered profile, to accommodate driveway use. See Std. Dwg. RD720 for details.
- Any dimensions except those of general note 5 may be amended by local agencies for their use.

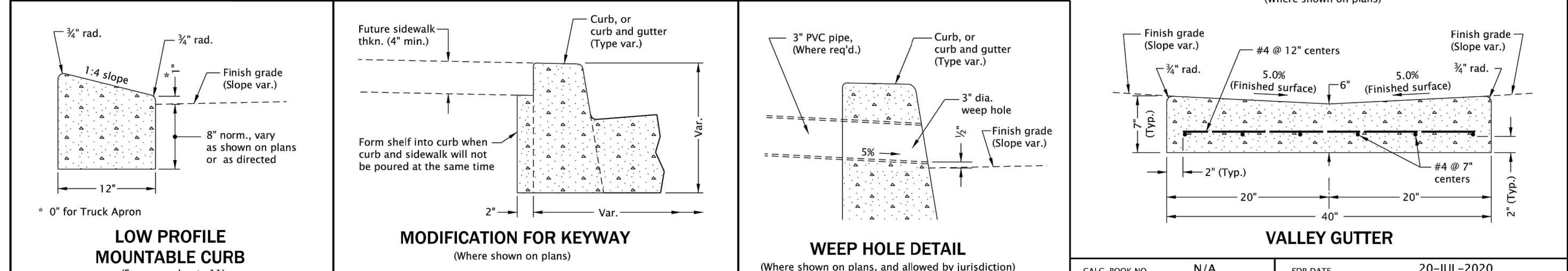
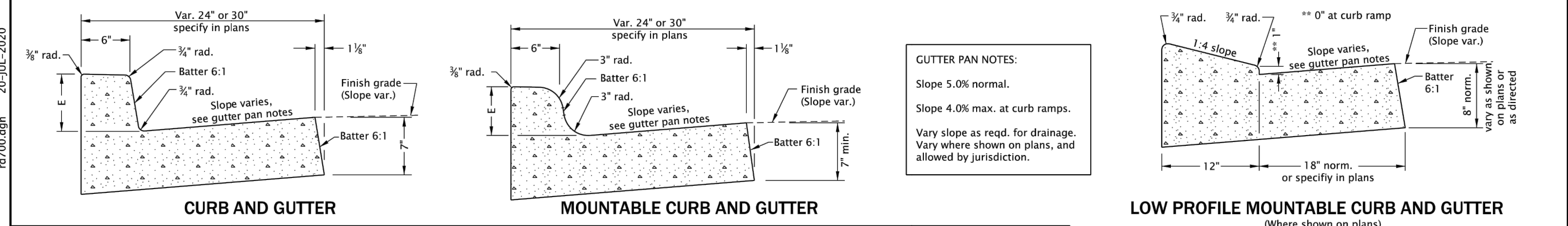
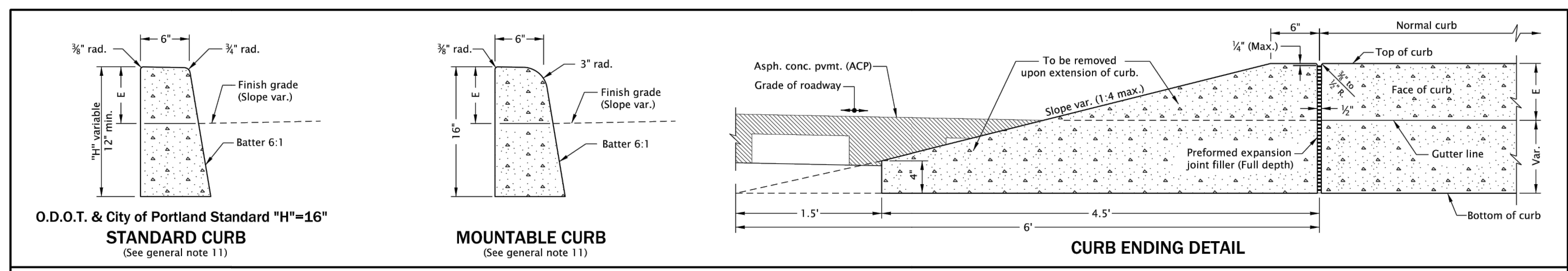
LEGEND:

- SideWalk
- Driveway pay limit (if monolithic, include adjacent curb) (See project plans for details not shown)
- Cross slope 1.5% max. (Max. 2.0% finished surface slope) (Normal sidewalk cross slope)
- W Width of driveway
- E Curb exposure

NOTE: This drawing is to be used by local agencies to assist them in the design of driveways on their facilities.

CALC. BOOK NO.	N/A	SDR DATE	20-JUL-2020
NOTE: All material and workmanship shall be in accordance with the current Oregon Standard Specifications			
<b>OREGON STANDARD DRAWINGS</b>			
<b>CURB LINE SIDEWALK DRIVEWAYS OR ALLEYS (OPTIONS K &amp; L) LOCAL JURISDICTIONS</b>			
DATE	2021	REVISION DESCRIPTION	

Effective Date: December 1, 2020 – May 31, 2021 RD745



GENERAL NOTES FOR ALL DETAILS ON THIS SHEET:

- Curb exposure "E" = 6" to 9", as measured vertically from flowline to highest point on curb. Vary as shown on plans or as directed. O.D.O.T. standard "E"-7.
- Const. curb expansion joints at 200' maximum spacing, and at points of tangency, and at ends of each driveways.
- Const. curb contraction joints at 15' maximum spacing, and at ends of each inlet and curb ramp.
- Transitions shall be used to connect curbs of different exposures "E". ("E" is the total vertical dimension of those curb surfaces having a slope of 1:1 or steeper). Minimum desirable transition length shall be 20' for each 1" difference in "E".
- Tops of all curbs shall slope toward the roadway at 1.5% max. (Max. 2.0% finished surface slope), unless otherwise shown, or as directed.
- Dimensions are nominal, vary to conform with curb machine approved by the engineer.
- Dimensions adjacent to radii are measured to the point of intersection of curb surfaces.
- For sidewalk details, and monolithic curb & sidewalk, see Std. Dwg. RD700 & RD721.
- For drainage curbs, see Std. Dwg. RD701.
- For curb ramp details, see Std. Dwg. RD900 series.
- On or along state highways, curb and gutter is required at curb ramp.

NOTE: All material and workmanship shall be in accordance with the current Oregon Standard Specifications

CALC. BOOK NO.	N/A	SDR DATE	20-JUL-2020
NOTE: All material and workmanship shall be in accordance with the current Oregon Standard Specifications			
<b>OREGON STANDARD DRAWINGS</b>			
<b>CURBS</b>			
DATE	2021	REVISION DESCRIPTION	

Effective Date: December 1, 2020 – May 31, 2021 RD700

Z:\2020\20-009D - Sewer Overflow\Drawings\20-009D Sewer Overflow.dwg / 2/9/2021 4:46 PM GREGM



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

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

**STAFF REPORT:**

Exhibit A: Funding Worksheet provided by the NLC (Page 1 introduction & Harrisburg Worksheet)

**ACTION:                   DISCUSSION ONLY**

**THIS AGENDA BILL IS DESTINED FOR:** Work Session Agenda – March 23, 2021

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
n/a	n/a	n/a

**STAFF RECOMMENDATION:**

**Staff recommends the Council hold a discussion related to possible uses of the State and Local Government Funding provided through the American Rescue Plan**

**BACKGROUND INFORMATION:**

Representative Marty Wilde sent an email on Monday, March 15<sup>th</sup>, in relation to funding the City of Harrisburg will be receiving in the future from the American Rescue Plan. The LOC also released a bulletin in relation to these funds. The total amount of funding that is currently estimated to be sent to Harrisburg is \$794,341.

Harrisburg will be receiving half of these funds (\$397,170) from the State of Oregon within the next 60 days. The other half will be distributed in March/April of 2022. Per the LOC bulletin, *“the state has no authority to modify, redistribute, or tell cities what to do with these respective funds. It’s up to each city to determine what makes sense and what priorities are needed for their communities”*.

The City of Harrisburg has largely used the CRF (Coronavirus Relief Fund) funding for our business community which has been so adversely affected by the strict adherence to Oregon Health Authority guidelines. Council and staff have indicated in the past that a good use for some of these new funds would be an additional program that benefits our restaurants and business community.

The LOC also advises cities to look at the use of these funds as community investments and provided a short list for what you can use the ARP funds for.

- Responding to the COVID-19 public health emergency;
- Providing premium pay to essential workers;
- Offsetting lost revenues to provide essential government services; and
- For water, sewer and broadband infrastructure.

A short list of what the funding can't be used for includes any kind of reduction of taxes, or deposits into pension funds.

Staff would like the Council to have a broad discussion about possible uses of these funds, in preparation for when they are actually provided to cities. Because these funds are allowed to be applied to lost revenues, staff suggests that some of that funding can be applied to our water, sewer and storm drain funds in order to avoid any rate increases during the upcoming budget cycle.

REVIEW AND APPROVAL:

\_\_\_\_\_  
Michele Eldridge                      Date  
City Administrator

**Nonentitlement Allocation Projections, 03.08.21**

(all totals in **millions**)

*Note: Estimates use 2019 Census data to identify populations eligible for assistance, and do not include villages or other sublocal entities that may also qualify for funding. Projected amounts may be distributed to more nonentitlement governments than are listed in the breakdown to the extent that eligible nonentitlement governments have overlapping populations (for example, residents of a village government and town government in New York). What this means is that village AND town governments will be receiving a direct allocation of federal assistance, as intended by the legislation, but village amounts are not included because of the complications of calculating those amounts until a process is put in place to divvy up funds between overlapping governments. Identification of eligible governments and distribution of assistance across units with overlapping populations may reflect decisions made by the Department of Treasury and state governments.*

Unit	County	State	Allocation		
Adair Village city		Oregon	0.18	\$	178,151
Adams city		Oregon	0.07	\$	72,769
Adrian city		Oregon	0.04	\$	35,263
Amity city		Oregon	0.35	\$	351,410
Antelope city		Oregon	0.01	\$	10,192
Arlington city		Oregon	0.12	\$	122,300
Astoria city		Oregon	2.04	\$	2,041,396
Athena city		Oregon	0.23	\$	233,186
Aumsville city		Oregon	0.85	\$	852,026
Aurora city		Oregon	0.21	\$	211,783
Baker City city		Oregon	2.00	\$	1,999,406
Bandon city		Oregon	0.64	\$	641,669
Banks city		Oregon	0.42	\$	415,006
Barlow city		Oregon	0.03	\$	29,964
Bay City city		Oregon	0.29	\$	286,183
Boardman city		Oregon	0.76	\$	764,173
Bonanza town		Oregon	0.09	\$	86,833
Brookings city		Oregon	1.32	\$	1,320,843
Brownsville city		Oregon	0.37	\$	371,589
Burns city		Oregon	0.57	\$	569,512
Butte Falls town		Oregon	0.09	\$	93,152
Canby city		Oregon	3.66	\$	3,655,149
Cannon Beach city		Oregon	0.36	\$	360,378
Canyon City town		Oregon	0.14	\$	135,753
Canyonville city		Oregon	0.40	\$	400,534
Carlton city		Oregon	0.44	\$	444,766
Cascade Locks city		Oregon	0.24	\$	236,651
Cave Junction city		Oregon	0.40	\$	402,980
Central Point city		Oregon	3.84	\$	3,841,861
Chiloquin city		Oregon	0.15	\$	153,895
Clatskanie city		Oregon	0.37	\$	373,016

Harrisburg city	Oregon	0.79	\$	794,341
Helix city	Oregon	0.04	\$	37,505
Heppner city	Oregon	0.26	\$	258,054
Hermiston city	Oregon	3.62	\$	3,624,574
Hines city	Oregon	0.31	\$	314,923
Hood River city	Oregon	1.59	\$	1,590,108
Hubbard city	Oregon	0.73	\$	727,687
Huntington city	Oregon	0.09	\$	88,872
Idanha city	Oregon	0.03	\$	32,817
Imbler city	Oregon	0.07	\$	65,227
Independence city	Oregon	2.09	\$	2,093,782
lone city	Oregon	0.07	\$	66,858
Irrigon city	Oregon	0.36	\$	361,397
Island City city	Oregon	0.21	\$	210,560
Jacksonville city	Oregon	0.59	\$	590,914
Jefferson city	Oregon	0.69	\$	685,697
John Day city	Oregon	0.34	\$	340,810
Johnson City city	Oregon	0.13	\$	128,212
Jordan Valley city	Oregon	0.04	\$	36,079
Joseph city	Oregon	0.23	\$	229,109
Junction City city	Oregon	1.27	\$	1,269,681
Keizer city	Oregon	8.09	\$	8,094,855
King City city	Oregon	0.90	\$	898,500
Klamath Falls city	Oregon	4.43	\$	4,433,998
La Grande city	Oregon	2.77	\$	2,774,994
La Pine city	Oregon	0.39	\$	393,196
Lafayette city	Oregon	0.87	\$	869,351
Lake Oswego city	Oregon	8.12	\$	8,117,072
Lakeside city	Oregon	0.37	\$	366,493
Lakeview town	Oregon	0.47	\$	470,856
Lebanon city	Oregon	3.55	\$	3,550,175
Lexington town	Oregon	0.05	\$	48,105
Lincoln City city	Oregon	1.87	\$	1,869,157
Lonerock city	Oregon	0.00	\$	4,484
Long Creek city	Oregon	0.04	\$	38,728
Lostine city	Oregon	0.05	\$	45,455
Lowell city	Oregon	0.24	\$	239,097
Lyons city	Oregon	0.26	\$	262,946
Madras city	Oregon	1.44	\$	1,437,233
Malin city	Oregon	0.17	\$	169,590
Manzanita city	Oregon	0.13	\$	134,734
Maupin city	Oregon	0.09	\$	89,891
Maywood Park city	Oregon	0.17	\$	173,055
McMinnville city	Oregon	7.08	\$	7,081,800
Merrill city	Oregon	0.17	\$	174,278
Metolius city	Oregon	0.16	\$	163,271
Mill City city	Oregon	0.40	\$	401,145