



## Harrisburg City Council Minutes June 8, 2016

The Harrisburg City Council met on this date at City Hall, located at 120 Smith St., at the hour of 6:30PM. Presiding was Mayor Robert Duncan. Also present were as follows:

- Kimberly Downey
- Mike Caughey
- Robert Boese
- Sarah Puls (Arrived 6:36)
- Adam Keaton
- City Administrator Brian Latta
- City Recorder/Asst. City Administrator Michele Eldridge

Youth Advisor Devon Contreras was present at the beginning of the meeting for five minutes. Absent was Councilor John Loshbaugh.

### Youth Advisor Devon Contreras Farewell

- Mayor Duncan said that Devon Contreras has dropped by to say goodbye. He isn't able to be here tonight with us. He thanked him for his service, and presented him with a certificate and his name plate.
- The rest of Council thanked Devon for his service.

### Concerned citizen(s) in the audience.

Citizen Charlene Jorgensen, of 225 LaSalle St., said that she had a concern. She had held a garage sale on May 13<sup>th</sup> to May 15<sup>th</sup>, which she does every year. She didn't have anyone drop by for the first hour, and wondered why. Then a Public Works employee dropped by with her sale sign, and told her she can't put them on the posts; he had pulled her signs down.

- Mayor Duncan asked which posts were they on.
- Jorgensen told him that they were on telephone poles for the most part. He told me that they had taken them all down, but they hadn't. There was still one on LaSalle & 3<sup>rd</sup>.
- Caughey said that putting signs on the telephone/power poles is actually against the law.
- Jorgensen said that she's done this for 4 years, and nobody has ever told her this, or removed her signs before. She feels she is being targeted. She always removes her signs when the sale is done, because it really irritates her when people don't do that. She is grateful that they brought her sign to her, and let her know. She recently went

out, and then showed other signs that she had pulled down herself. They were hot pink and the other really stood out too; but nobody had removed those.

- Latta said that we have told our employees that if they see the signs on the poles, then they should be taking them down. That doesn't happen in all instances, especially if they are responding to something. Sometimes, it's not immediate, and they return later to remove them. We don't actively look for them; we don't have time set aside to look for them, and we definitely do not target anyone.
- Jorgensen relayed information about a sign that was up at American Market for three months. She would like the City to be consistent in how they remove signs.
- Latta told her that he will remind the crew that if they see them, to remove them.

### **Councilor Sarah Puls arrived at the hour of 6:36pm**

- Caughey commented that it's illegal for signs to be placed on road signs, power poles, and telephone poles. The reason is to protect the utility workers, because nails, screws, and staples can be dangerous to them when they climb the poles.
- Jorgensen said that they don't climb anymore. They use buckets
- Caughey pointed out that they do still climb the poles. He added that everywhere he's lived, in Washington, Oregon, and Hawaii, it's been against the law.
- Jorgensen said that she was just concerned that her signs were removed, and other's weren't. She suggested that the City put a reminder in the utility bills.
- Downey asked if they got a sign from the Dollar Tree, one of those with the wire stakes; could they use them.
- Latta said that if a sign interferes with vision clearance, then they will remove those as well. Signs on private property have to be with the permission of the owners.
- Jorgensen also complained about a car parked by Hurds that has expired tags. It's been there for two months, and the car was marked, but nobody has towed it.
- Sergeant Greg Klein said that if it's an orange sticker, then it's supposed to be towed within 24 hours. He will need to check that out.
- Jorgensen also was concerned about the grass being so tall in Priceboro Park. Is it not part of the park?
- Latta told her that there is an area north of the park that is not City property. We flail the grass in the park, but it's not kept maintained at the same level that the grass in Riverfront Park is kept.

Citizen Brad King, President of the Tri-County Chamber of Commerce, wanted to let Council know that they would be submitting a request for funds at the next Council meeting. We are applying for a grant with Travel Oregon, which is a matching grant. We are going to all the City's, asking for funds to help meet the match. It has to do with biking, but we've also included vehicles in it. It will be entitled Biking & Driving the Tri-County Triangle. We will return to Council on the 22<sup>nd</sup> with a formal proposal.

- Downey noted that the 22<sup>nd</sup> is normally a Council workshop night.
- Latta said that normally, it would be. But we do need to adopt the budget that evening.
- Downey expressed a bit of concern, because the budget is very tight.
- King said that Rick Dancer Media will be producing the video for our area, and we are also developing an app and website, that will allow people to access the trail, and the amenities on it.
- Latta asked if it was a 50/50 match, and King confirmed that it was.

### Consent List Approval

- Downey motioned to approve the Consent List for June 8, 2016, which will specifically approve the Payment of the May 2016 Bills, and the Minutes of May 5, 2016. She was seconded by Caughey. The City Council then voted unanimously to approve the Consent List.

### The matter of Approving Resolution No. 1136, "A RESOLUTION REDESIGNATING THE HARRISBURG ENTERPRISE ZONE JOINTLY WITH THE CITY OF JUNCTION CITY AND LINN COUNTY"

**Staff Report:** Latta explained that several months ago, the Council had approved the action of continuing the Enterprise Zone Program. He was the only Enterprise Zone Manager, and he asked Junction City to either pay him to process the applications for their area, or to establish an Enterprise Zone Co-Manager. They decided to appoint their City Administrator as Co-Manager. He will continue to handle Linn County requests. There are only about ten lots near the highway that are in Linn County. He had sent both Linn County and Junction City a joint resolution for adoption. Linn County adopted their yesterday, and Junction City should be doing so on the 12<sup>th</sup>. If everyone re-designates it, he will do the paperwork, and will submit it to the state by the end of the month.

- Mayor Duncan asked what was built lately, especially in Junction City. Was the prison part of that?
- Latta told him no, it wasn't. Winnebago had one, as did Cosmos. Cosmos Creations has two application, because they retrofitted an existing building with one, and then built a new building under a separate application. Country Coach had an authorization, but didn't use it. Over the life of the program, the Enterprise Zone has authorized 9 businesses that have generated \$14 million in investments, and created 89 jobs for our communities.
- Caughey motioned to approve Resolution No. 1136, "A RESOLUTION RE-DESIGNATING THE HARRISBURG ENTERPRISE ZONE JOINTLY WITH THE CITY OF JUNCTION CITY AND LINN COUNTY". He was seconded by Downey, and the City Council then voted unanimously to approve Resolution No. 1136, and thereby re-designating the Enterprise Zone for Harrisburg, Junction City, and Linn County.

### The matter of Approving Resolution No. 1137, "A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH LINN COUNTY FOR LAW ENFORCEMENT SERVICES FOR FY2016-2017"

**Staff Report:** Latta said that we are continuing our agreement with the Linn County Sheriff's Department for Law Enforcement services. Last year, we had increased the hours from 404 to 440, and Linn County increased the rate by 5%. This year, they've requested that we reduce the hours to 419, which is a 5% decrease in staff hours. He does not have a problem with this, because the actual hours provided will likely be closer to 440 hours each month. They are keeping the compensation the same as last year; the contract amount is \$280,448.00. In addition, the criminal offenses are being cited to Circuit Court, while traffic offenses will be cited at the Harrisburg Justice Court. We also added a request similar to that of the 4th of July, to ask for 4 deputies to be in town for the Sesquicentennial Event in October.

- Caughey said that's close to \$14,000 in savings on that contract.
- Latta said that is correct, compared to the original contract. The contract amount stays the same, but we will have less contracted hours.
- Downey wanted to make sure that it wouldn't hurt our service levels.

- Latta told her he didn't feel it would. As an example, for the month of May, 440 hours are our contracted hours, and 463 is what we received. With the 419, he feels that we will average around 440 hours.
- Downey was concerned about the 7 or 8 unauthorized entry's to motor vehicles on the report. That means that they weren't locked. People need to make sure that they safeguard their belongings.
- Caughey **motioned to approve Resolution No. 1137, "A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH LINN COUNTY FOR LAW ENFORCEMENT SERVICES FOR FY2016-2017". He was seconded** by Downey, and the **City Council voted unanimously to approve the IGA for Law Enforcement Services with Linn County for FY 2016-2017.**

#### A visit with Linn County Deputies

- Sergeant Greg Klein was present this evening, and went over the monthly report for May. There were 463 hours given to the City of Harrisburg. There was one traffic citation last month, that went to Municipal Court; they are tracking it. They had 11 warnings, with 20 hours dedicated to traffic patrols. They picked up patrols for the evenings in order to catch these guys that are breaking into cars, and stealing items. We need to educate our citizens some more on getting a license plate, and calling immediately when they see something really suspicious. He talked to detectives about some more saturation patrols. They did have 5 arrests, and one was child abuse. They also have someone in custody, in a follow up from a burglary made at the school. There was another person who we wanted to catch, and Junction City found him. We transported him to Linn County jail; he was involved in a lot of property crimes at the beginning of the year. We are making lots of contacts with citizens, especially at the boat landing, and the public restrooms. We've also been kicking people out of the bathrooms.
- Latta thanked him for that. He talked to the foreman again today. It's important to educate our deputies to get out of their vehicles, and to jiggle the handle, and knock if the door is locked. We watched them pull up in the patrol car, stop for a minute, and then continue without getting out of the car to check the restrooms.
- Sergeant Klein said that he will remind them all that they need to physically verify that the door is locked.

Latta also said that we are asking our electrician to check the locks there, and make sure that they are working correctly. He also told the Sergeant that we would have a breakfast meeting on the 29<sup>th</sup> or 30<sup>th</sup>, with City staff, the HFEA, and hopefully, Sergeant Klein or Lieutenant Duncan, or others that would be working on the 4<sup>th</sup> of July. Fire Chief Bart Griffith asked to be included in that as well. Latta said it was a pre-meeting to work out all the logistics. Sergeant Klein then left to check out the car that Jorgensen had commented on, but would return later to convey the IGA to Linn County.

#### The matter of Approving An Option Agreement for the Harrisburg Fire & Rescue District to Purchase Land from the City of Harrisburg

**Staff Report:** Latta reminded the City Council that in May, we met with the Fire District, and agreed upon a price for them to purchase the Cedar Square Building, as well as some of the museum ground property, for \$200,000. We said that we would return to them with a purchase option, that gives them the assurance that we will sell them the building. The option agreement is in the Council packet. There are terms, and durations, etc. It also talks about the need to pass the bond in the fall, and allows an extension if it doesn't pass, and they want to try again in the following year. They are also required to go through the land use process. In order to have

the purchase option, there is a consideration of \$500 paid to the City by the Fire/Rescue District. The document can be recorded in Linn County, if the board likes, so that if anyone is interested in the building, they'll find it.

**Fire Chief Bart Griffith Report:** Chief Griffith said that he has no new information; but he would like to thank the Council again for considering this, and working with us. He really appreciates it when organizations have a common goal. He thanked the Council.

- Caughey **motioned to approve the Option Agreement, as presented, and to authorize the City Administrator to enter into the agreement with the Harrisburg Fire & Rescue District. He was seconded** by Keaton, and **the City Council voted unanimously to approve the option agreement to be entered into by the City with the Harrisburg Fire & Rescue District.**
- Chief Griffith said that he had talked with Brian already about the budget for the project; they felt pretty solid right now, for the amount of the bond that they will request.
- *Brian Latta then signed the Purchase Option Agreement, followed by Harrisburg Fire/Rescue District Board Member Lee Heckart.* Eldridge watched the signatures, and as the City's notary agent, will notarize these tomorrow. Heckart would need to return to sign the notarization log, and to pick up the fire district copy of the purchase agreement.
- Mayor Duncan added that he wanted to thank Lee Heckert for all of his service on the board. He's been on that for quite some time.

#### The matter of Appointing Judge Larry J. Blake Jr., as the City of Harrisburg Municipal Court Judge

**Staff Report:** Latta said that Judge Blake was here this evening. The agenda bill went over the background for why we needed a new municipal judge, which is required by the City Charter. We submitted the RFP in May, and received three good proposals. He and the Mayor reviewed the proposals independently, and both had rated Judge Blake as the highest proposal. They interviewed only him, because of that rating. The Mayor has appointed him.

- Mayor Duncan gave an analogy for why he felt that Judge Blake was the best person for Municipal Judge. After reviewing his packet, it was very evident to him that he fit into our community, and our philosophy perfectly. He felt that he does really belong here in Harrisburg.
- Downey was impressed with his paperwork.
- Judge Larry J. Blake Jr., said that he was told not to wear a tie...he is looking forward to the opportunity of serving Harrisburg. He grew up in a small town in Montana. Even though he lives in a big town, he likes working in small towns. He currently has a circuit, of cities like Harrisburg that he will add us to. He already goes to Sweet Home, Monroe and Philomath. (Putting him into the perfect area to pick up his daughter who attends OSU.) It's very easy to plug in Harrisburg to that circuit. In larger towns, people become just a number, and a name, and they are rushed. He works with individuals, especially those who are in trouble for the first time. It's scary to them, and he tries to personalize that. He works with students especially, to try to keep them out of trouble. There is a myriad of ways to work with people. He was raised the old fashioned way, to meet people with honor and integrity. If you do something right, you get rewarded, and if you do something wrong, you get punished.
- Caughey was very impressed with his packet. He did further research, because he was aware of the fact that information in a packet could be biased. However, it wasn't. Everywhere he researched, he saw comments from people who appreciated him, and his approach to Justice. He was very much in favor of him being the Harrisburg Municipal Judge.

- Judge Blake thanked him.
- Latta said that our City Attorney was working on a contract, which we will then negotiate. We anticipate that July 1<sup>st</sup> will be when he starts. We'll work with him to get a date that works with his schedule. We are wrapping everything up with Judge Lemhouse, who is working on getting the active files to us, as well as the old ones later on. On the Judge's advice, he and the Finance Officer will go to Philomath, to be trained on how to operate a court from a non-judge perspective. We will learn how to coordinate things, and see how it all works. They will be prepared.
- Judge Blake said that was a good idea. You can see how they handle things, and then pick the way that works best for you.
- Latta said that from a legal perspective, Judge Blake already knows our attorney's. Philomath's attorneys are the same, and our City prosecutor is the same as Philomath.
- Judge Blake said that he's an outstanding attorney; we have a good relationship.
- Since Mayor Duncan had already appointed Judge Blake, **Caughey motioned to approve the appointment of Judge Larry J. Blake Jr., as the City of Harrisburg Municipal Court Judge. He was seconded by Downey, and the City Council voted unanimously to approve the appointment of Judge Larry Blake Jr. as the City of Harrisburg Municipal Court Judge.**

#### Other.

##### Miscellaneous Issues

- Latta told the Council that lots is going on in the City, and staff is working hard to keep on top of it. He did meet with the state agencies for the boat ramp issue; Chief Griffith was part of that. It was a good meeting. They are concerned, the same as us, about removing the rock, and having it return. We were all throwing out different ideas. He told them we had applied for a grant, and we would do the removal. He did bring up the non-permitted issues.....the DSL (Department of State Lands) was on board with that, but both the Army Corp of Engineers, and the DEQ (Department of Environmental Quality), did not agree the work could be done without a permit. It was a good conversation, and got us all on the same page. We are also working on the 4<sup>th</sup> of July holiday; June 25<sup>th</sup> is the community clean up. We have a lot of information in social media, as does Republic Waste. We've been working on coordinating that event better this year.
- Keaton said that he had seen in the minutes that we discussed whether or not to go to electronic format for Council packets. Had he looked into that?
- Latta said yes, although he didn't bring concrete numbers for Council. He talked to about 5 other cities. Some did go that way, others said it didn't pencil out. Some of those that made the change did so even though it didn't pencil out. They were also challenged with the turn over, because policies needed to be developed, such as whether or not the pads are a gift, or City property, etc. He can give Council the numbers and other information if they'd like.
- Caughey said that from the numbers you arrived at, his guesstimate is that the payback period was at least 4 years.  
City Council talked briefly about the technology, and the size of the memory that they might need. Mayor Duncan asked if they could buy it personally, and then get the information. Council realized that there were lots of ways to get the information electronically, and members traded information about what models that they already owned.

Elections Information.

- Eldridge noted that she had placed an election packet in front of Council incumbents tonight. Those are for Puls, Boese, and Mayor Duncan. Caughey had already applied, and had gotten approval to circulate his petitions. She reminded Council to not circulate petitions until she approved them. She also noted that fillable forms for the application, etc., were fillable on-line if Council would like that option.

**The City Council meeting adjourned at the hour of 7:23pm.**

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Mayor

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City Recorder