



Harrisburg City Council Work Session Minutes October 26, 2016

The Harrisburg City Council met on this date at a regular work session 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
- Adam Keaton
- City Administrator Brian Latta
- City Recorder/Asst. City Administrator Michele Eldridge
- Public Works Director Chuck Scholz

Absent this evening was Councilor John Loshbaugh.

Concerned Citizens in the audience: Bob Biswell was in the audience, as was Kay Barnett. Both made comments in appreciation for staff and volunteers for the Sesquicentennial Event this last weekend.

Sesquicentennial Event

Council spoke about the event this last weekend, about how much fun it was, and the turn out we had. Biswell said that as the Museum Board, they were concerned about the event, and how everything would turn out, because it wasn't their event, but as it turns out, everything came together beautifully, and was well planned. We were just apprehensive because we weren't getting to hear about things on a daily basis. Downey remarked that it was a new event, that won't happen for quite a while, so how could you possibly know? Biswell went on about what a great event was, and was pleased with the scavenger hunt, and how many people gained something from the experience. Caughey, Downey, and other members of Council, wanted to let Public Works know that they did a phenomenal job. They were helping people, all smiles, and had great interface with citizens.

The matter of Discussing the 2016 Street Assessment Prepared by Public Works

Staff Report: Chuck Scholz, Public Works Director, would be referring to the report that is in the Council agenda, but had also prepared a PowerPoint that would help with understanding the report. (Please see Addendum No. 1 for a copy of the PowerPoint presentation). He described the work that he did in order to generate the detailed report, and said the presentation is just a

grab sample of what the roads look like compared to the grade and detail that he gave them in the report. He's done these reports before, in his engineering business; he wished he had one of the products that can do a true engineering assessment of the road, including infrared, and samples, but they only cost a few hundred thousand. The report that he gave is extremely conservative. There is no way to fund for the long term, a whole road base repair for our streets. We use a strategy, and provide maintenance to try to extend the life of a road, and not have them die within a twenty year period. That approach does cost a lot of money; however, it's much more expensive for a re-construction of a road. Once a road has a road base failure; it's gone, and there is no way to save it. The life span of a street starts when the asphalt is put on the ground. Almost all cities are the same; when the road is put in, it's great, and it's left alone until it becomes a problem. Most cities don't put enough money aside to do proper maintenance. He then showed the presentation, and pictures that was representative of all the level of grades he applied in the report.

He concluded that the recommended maintenance cost by the highway administration is \$21,000 per lane mile, of which the City has 32.24 miles. The recommended annual funding is a figure of \$677,040. Sustainable long term funding needs to be found before the roads revert to nothing. He added that the roads contribute to our economic development. The possibility of the loss of jobs due to businesses going elsewhere is very real.

Mayor Duncan asked about the figure he had; 38% of our roads are failing? Scholz told him it's not a percent, its 38 streets at grade D require resurfacing, and about 17 blocks are rated at a grade of F. Downey said that her road (5th St) as an example, because it is one of the worst roads in town is an F; Tim Bunnell had once considered rocking the entire road, rather than trying to maintain it. The neighbors that she talked to didn't mind that being done. Puls however, commented that she has a problem with graveled streets inside the City. Scholz said that the Public Works Committee will discuss this. If we don't want to go there, then we have to find the funding to make it better. Downey said that she doesn't mind it; not like 2nd St., which is a really important street in town. Latta hoped that the legislature will pass a funding package to assist with infrastructure costs. He encouraged the Councilors to be involved, and to testify on our behalf. They need to show how much it costs, and give them pictures, to show them the severity of the problem. We take the steps we can, but we need money from the state; we need more gas taxes. He's involved in some of the transportation committees. The state was going to different regions getting feedback from citizens.

Latta continued, saying that he felt that there are some financial tools to take advantage of. This is not a matter of doing nothing. We have to do something; we have to decide what's best. It is a mixture of maintenance to repair the worst roads and capital improvements to fill in the gaps. We at least are able to use some of the HRA District to not burden the tax payers more. Caughey asked what their recommendation was; a monthly fee? He'd like to know what kind of number you have in mind. Is it based on demographics, or residential properties, or number of people in a home? Scholz said that he got his number of a little over 1,000 properties from water connections. If you charge people \$4 a month, that promises us \$50,000 a year. That would go quite a ways for maintenance purposes. Caughey asked about how larger residential areas, like the mobile home park, or apartment complexes would be charged? Scholz said that there are different methodologies that we can use. Latta told him that you can

charge for size of meter; you can have different charges for standard residential vs. multiple dwellings, and a separate charge for commercial and industrial properties.

Council talked about other places that were dealing with this. Puls said that Lane County had tried, and was firmly rejected by the citizens. They had tried to tie it into registration of vehicles. Latta liked the fact that the storm water fee has done us a world of good. We could also try for a bond. You can try things for a minimum time period, and then re-evaluate whether it's working. He thought a fee was a good approach. Mayor Duncan liked the fee approach. If we can show that the money is being used, and have a tangible result, he felt it would be better. Caughey liked Scholz's idea about a surcharge as well. People may not be happy about it, but we can come up with ways to explain it to them. Latta told Council that the City of Bend added a street fee. They said that over a two year period, they could do 3 projects. People were enthused about the tangible results. They added 3 projects the next time around. Citizens came in, and said, please add more! People get excited when they can see tangible results. Scholz liked the fact that 100% of the fee will go to the maintenance. It doesn't go to personnel costs.

- **Caughey motioned to forward this issue to the Public Works Committee for further review and consideration. He was seconded by Downey, and the City Council voted unanimously to have the Public Works Committee review the issue.**

The matter of Discussing the Sustainable Cities Initiative (SCI) Program

Staff Report: Latta explained that we were contacted by the person representing SCI, Megan Banks. Michele initially dealt with it. They usually partnered with bigger cities, but then realized that most of the towns in Oregon are much smaller. The program pairs up kids in classes at the University of Oregon, with projects that are ready to roll within a City. There are business, marketing, legal, architectural, engineering, and other classes that tie into this program. The average cost for the big cities, however, is typically close to \$300,000, and it requires programs that are ready to roll out. SCI reached out to the Ford Foundation, which has ties in this area, and they determined that they could work with two cities at a time, at \$75,000 each. There are a lot of projects that we had in mind; like redoing the tsp, downtown design work, an architectural design plan for downtown, etc. Now that he has thought about it more; he feels like we aren't ready to do these things. This would be a lot of money to direct to these projects, and planning for things we aren't quite ready for. If we started the program, it would be in fall of 2017. He feels that it would probably take up too much staff time, and resources, including monetary reserves. It's nice that they thought of Harrisburg first.

Mayor Duncan remembered when someone came down to see us previously about downtown. Eldridge told him that was Pam Silbernagel, who was with the CWCOG at the time. Downey agreed, and said that plans are wonderful, but we need to actually implement them. We just heard the terrifying news from Chuck, and she doesn't think we should put money towards this program instead. Keaton said that looking at a lot of the projects they had listed from other places, that he didn't think it would be useful things for the City. Latta said that the items in the agenda bill are what were done in other cities. Those projects don't need to translate to here. The students do thousands of dollars' worth of work, with guidance from a teacher. However, if you don't have the projects to support it, ready to implement it all, then it's sort of wasted time.

Downey said we were involved in a program like this before, when we did the plans for the Municipal Center. We spent a lot of time on it, and the plans were great....but then we bought this building instead. Caughey thought it would have a higher priority to fix the water, and repair the roads. Keaton thought that the roads might be more expensive than the water; however, the other Councilors disagreed. Puls said that water has the potential of several million in costs. Caughey said that he agreed with Brian....we aren't ready for this. When we get our infrastructure taken care of, then we can look at beautification, etc. He doesn't like the look of downtown, but he also doesn't like driving on the Smith St. to get here. Latta agreed; we should start with what's most important first.

The matter of Discussing the City of Harrisburg being Added to the Linn County Natural Hazard Mitigation Plan (NHMP)

Staff Report: Latta said that this project also belongs to Chuck Scholz. However, he'd like to note that this is different from an emergency response plan. We are working on that plan as well as this one. This is simply getting Council's approval to add Harrisburg to the Linn County NHMP. The NHMP plan actually encompasses all the emergency response plans that we are part of. We have to be part of, or have our own NHMP plan, in order to qualify for FEMA funding in the case of a natural hazard. He wanted to make sure that he emphasized the differentiation between the two plans.

- Scholz said that the NHMP gets redone every five years. For some reason, the City of Harrisburg declined to be involved in this five years ago. He felt it was probably because it was new, and there were a lot of committees, taking up a lot of time for staff in all the affected cities. Linn County has the NHMP, and about 7 or 8 other cities in the county are taking part in that program. Linn County does all the work, and then runs it by FEMA. The action plan for the NHMP has the emergency response plans in it. That includes different people and committee's that are responsible for the NHMP. The program makes it clear, that there is a chain of command. It goes to a federal level, to FEMA, then county and finally local agencies and cities. He showed Council the last emergency response plan, which is very inadequate. It was done in 2004, and then updated in early 2013. The Local Emergency Response Committee has just hired a consultant, who is working with communities. Our program will be similar to the counties program. There is a lot in the NHMP that won't be relative to us; such as mud slides. He gave an example of who is involved on just one or two of these committees, and how much time and energy they take. The worksheet towards the back, points out what is more of a concern for Harrisburg.

Puls said that she was concerned about the Willamette River. Mayor Duncan asked how many copies do we have? Scholz told him we have copies in each of our facilities. Mayor Duncan wanted them to go in the churches too. Mayor Duncan said that that more copies we can get the better. Mayor Duncan asked if the phone numbers of the employees who live in Harrisburg could be provided. Scholz told him that there are certain things that each person is responsible for, but there is more information for our plan because the DEQ and Oregon Health Authority were involved. But yes, we have that information. Mayor Duncan wanted them to have a copy of the plan too, as well as our law enforcement. Did they think that he was overreacting to this? Scholz told him no. Communication is the key. The more people that

know what to do, the better we are. Latta said that the state won't help us, unless we have the NHMP complete. The state has the list of people who are able to declare an emergency from Harrisburg, but he doubts that he is on there. A perfect example of how far behind the state is on accurate data is that the state still had Bill Githens (from over 25 years ago) on the municipal court registry. There needs to be better communication between the state and other agencies.

Scholz said that unfortunately, there are so many people involved, and it's so detailed, that this is the reason the ERP (Emergency Response Plan) is taking longer to complete. Latta told them that they aren't being left out. We have to take this one step at a time. When we get to our level, they will be involved. Downey said that we better not have any emergencies then between now and then. Latta said we are working on it. Scholz said that we do have a sharing plan set up with other cities. If we are hit with a disaster, but need something, he & Brian have the ability to contact one of those cities, and ask for help. Say for instance, we needed dump trucks; we could order 4 dump trucks from other cities. We do that in return for them.

Caughey asked if there was any down side to all of this. Scholz told him it's a no brainer. We had to bring this to your attention, and then they will add Harrisburg to the mitigation plan. You'll see it, and read it. He's not sure why we turned down participation the last time. He thinks it was new to the County at that time, and that it was going to take up a lot of staff time. Downey was confused about why it wasn't brought to Council. Eldridge said that Bruce didn't bring it to them at all. However, we did participate in the FEMA Flood Plain Study in 2010. That's separate from the NHMP. Caughey said that he was meeting with Chief Griffith, and he had hoped to be here. We need plans here, and hopefully, that will provide what we need if there is something like an earthquake. The fire department is working on this too, so there is some parallel work going on. He knew Chief Griffith had gone out on a call, but he had hoped to have Chief Griffith share what they are doing. Scholz said that you'll see on the NHMP that it includes the Rural Fire Departments. We actually are well ahead of where we thought we'd be. The Cascadia event is a huge concern, and we working with everyone on that. Everybody in mid-valley keeps on talking about concerns from being affected by the Willamette. Our concerns are with all the dams breaking located to the east. They are working on a report that will show the impact to all the cities along the Willamette River; that will include Harrisburg, and what it will look like if we have a catastrophic failure. This is impressive stuff.

Council, along with Bob Biswell, discussed the radio community, and availability of Hamm radios. Caughey was concerned about no repeater being located nearby. However, Biswell said those on a mountain or a big hill can really go quite a ways out. Scholz said that our assumption is that cell phones won't be working in a catastrophic emergency. Puls said that she thought we should obtain satellite phones, in case of something like this.

Others:

Park Vagrancy

- Latta related some concerns that he was having with a person who came to town a few weeks back who is homeless. He has been making a point of sleeping in our parks. We think that he's part of a group of people around the state, who are making some political statements about having a place to rest. Yesterday, we ended up trespassing him from our parks for 120 days. He had quite a conversation with our attorney, who said that we

were in pretty good shape. Our ordinance does allow people to sleep, or rest in the parks for the 16 hours that they are open. Our attorney suggested that we change the wording from sleeping, to camping instead, which gives a better definition.

- Puls liked that.
- Latta said that we'll be changing the signs at the parks in order to indicate that they are closed from sunset to sunrise, unless you have a permit from the City to use a park inside those hours. City events are exempt from that requirement.

Linn County Sheriff Office Communication

- Latta said that we had a good meeting for the small cities, to give better direction to Linn County. We are meeting again on November 15 in Millersburg. LCSO is in support of unified direction, so we are working on a unified contract that has all of our local and special needs in it. In addition to that, we found out with the vagrancy issue, that some of the LCSO deputies had no idea of what needed to be done for Harrisburg if we trespass someone from our parks. He realized that we need to help them, by providing the tools they need to do their job. We will go through our ordinances, and find out what steps enforcement needs to take, and ask LCSO to train deputies on that.

Council talked briefly about some of the changes going on in cities around us, such as the signs they were seeing in Springfield, where panhandlers couldn't walk into the street to approach a vehicle, and at the same time, the vehicle has to leave the lane of traffic, if they want to give something to a panhandler. Latta said that it's one of the ways to get around the 1st amendment. People can still ask for money, and drivers can still give it, but they have to look at public safety first, and need to leave the road.

With no further business to discuss, the City Council meeting adjourned at the hour of 7:56pm.

Mayor

City Recorder

STREET ASSESSMENT

CITY OF HARRISBURG

OCTOBER 2016

STREET ASSESSMENT REPORT

- TO CREATE A LIST AND DESCRIPTIONS OF EACH BLOCK THAT INCLUDES LENGTH, WIDTH AND TYPE OF ROAD INCLUDING CONDITION.
- INCLUDE IN THE LIST ANY STREET RELATED APPURTENANCES (BIKE LANES, SIDEWALKS)
- FORM A METHODOLOGY FOR ASSESSING THE STREETS
- USE THE LIST TO EVALUATE THE CURRENT AND FUTURE ROADWAY NEEDS OF THE CITY

STREET ASSESSMENT REPORT CONT.'

- RESEARCH THE FINANCIAL IMPACTS
- MAKE RECOMMENDATIONS
- MOST IMPORTANTLY, START THE DISCUSSION

FACTS ABOUT OUR ROADS

- ROAD RE-CONSTRUCTION IS MUCH MORE EXPENSIVE THAN ROADWAY MAINTENANCE
- OUR STREET SURFACE CONDITIONS ARE DETERIORATING AND WITHOUT SIGNIFICANT NEW INVESTMENTS WILL CONTINUE TO FAIL
- FOR MOST CITIES IN OREGON THE STATE HIGHWAY FUND IS THE PRIMARY SOURCE OF MAINTENANCE REVENUES

FACTS ABOUT OUR ROADS CONT.'

- THERE HAS BEEN ONLY ONE MINOR GAS TAX INCREASE SINCE 1993
- (average person pays approx. \$160 per year)
- INCREASES IN CONSTRUCTION COSTS HAVE DECREASED THE NUMBER OF MILES OF ROADS REPAIRED
- IMPROVED AUTOMOBILE FUEL EFFICIENCY HAS REDUCED THE REVENUES PER MILE GENERATED BY THE GAS TAX

OUR ROAD CONDITIONS



OUR ROAD CONDITIONS CONT.'



OUR ROAD CONDITIONS CONT.'



OUR ROAD CONDITIONS CONT.'



OUR ROAD CONDITIONS CONT.'



OUR ROAD CONDITIONS CONT.'



OUR ROAD CONDITIONS CONT.'

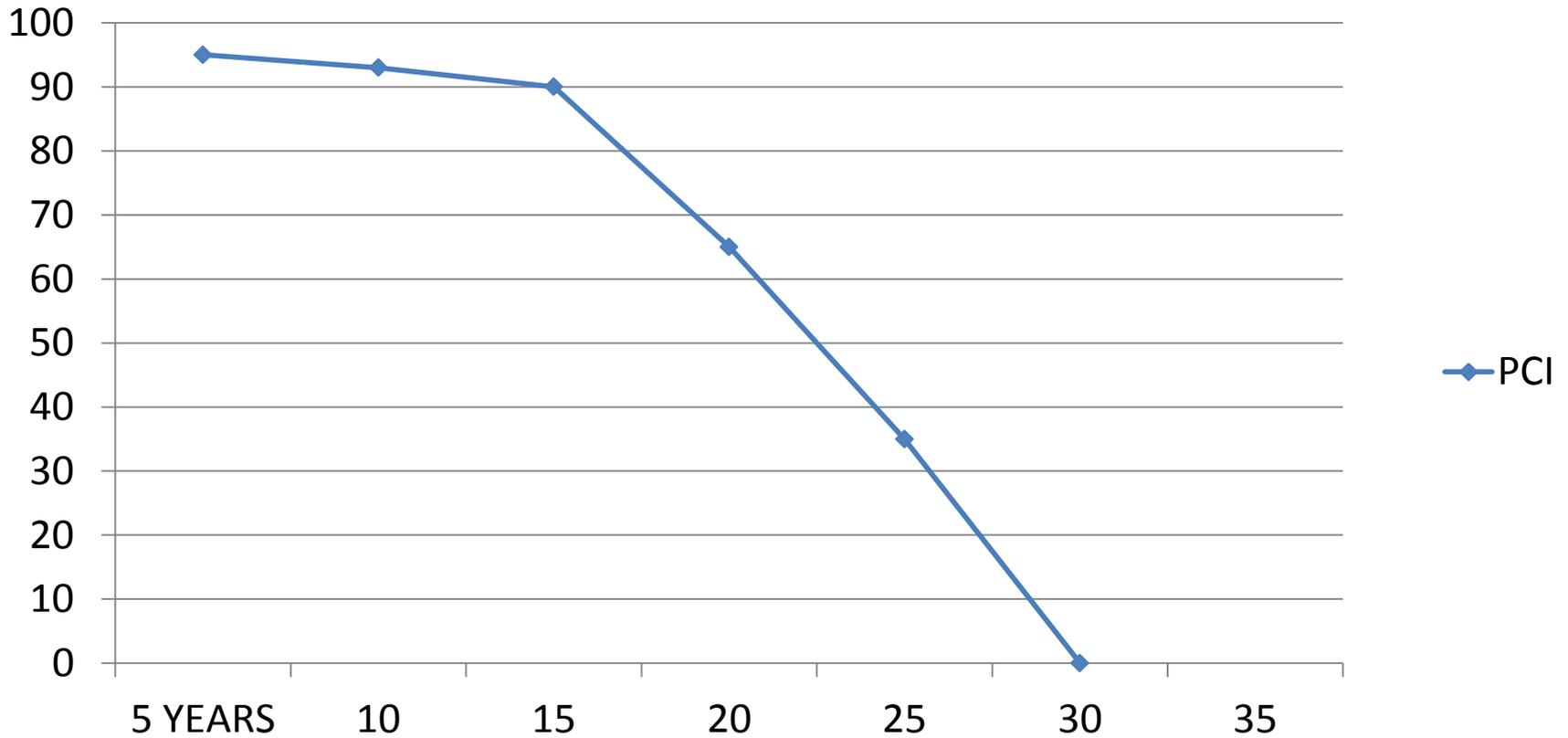


OUR ROAD CONDITIONS CONT.'



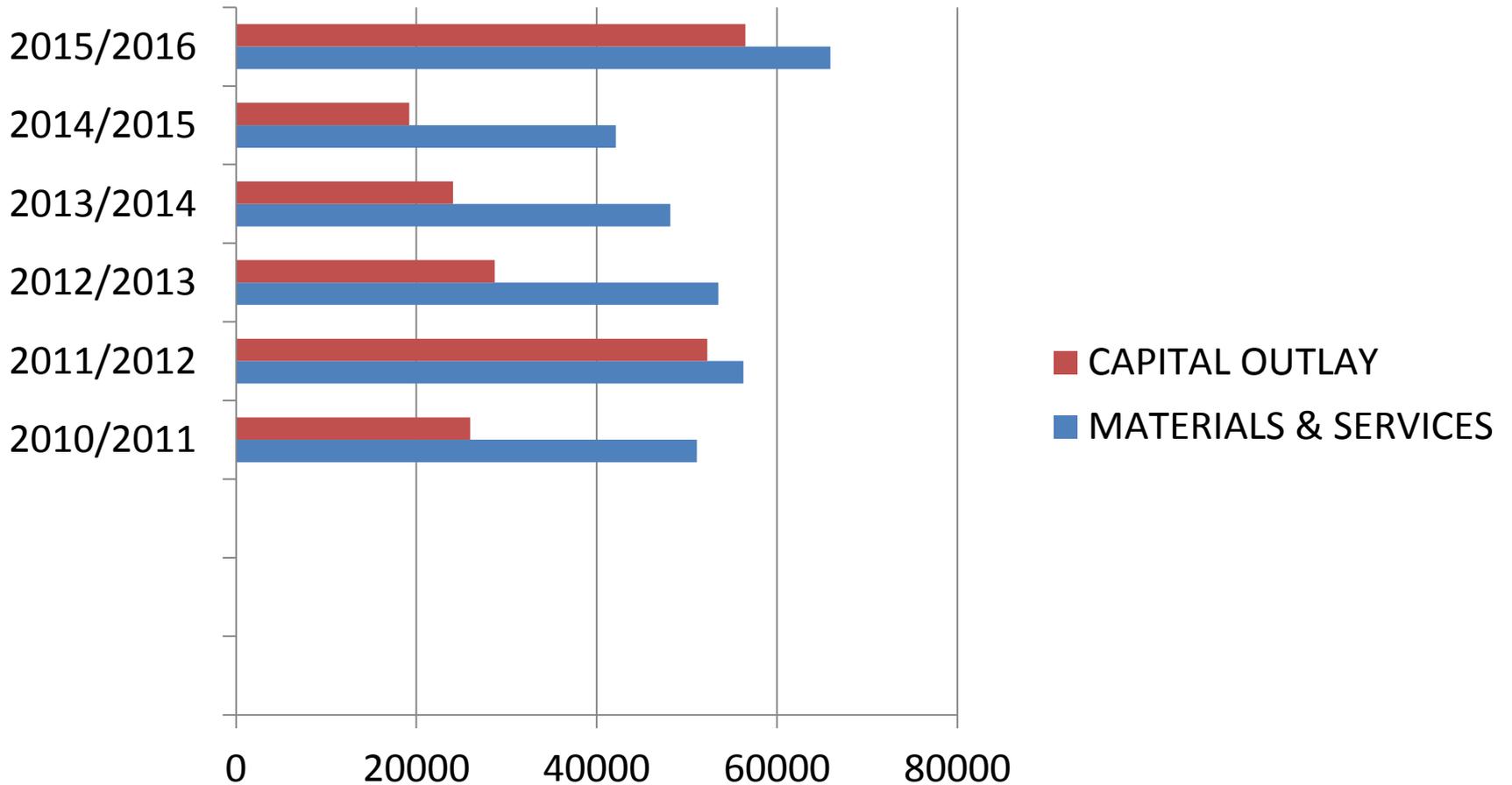
THE ROAD CURVE

PCI



BY THE NUMBERS

MATERIALS & SERVICES



BY THE NUMBERS CONT.'

- \$401,301 SPENT ON MATERIALS & SERVICES AND CAPITOL OUTLAY 2010-2015
- AVERAGE SPENT PER YEAR \$80,260
- 2016 HARRISBURG STREET ASSESSMENT SHOWS 32.24 LANE MILES

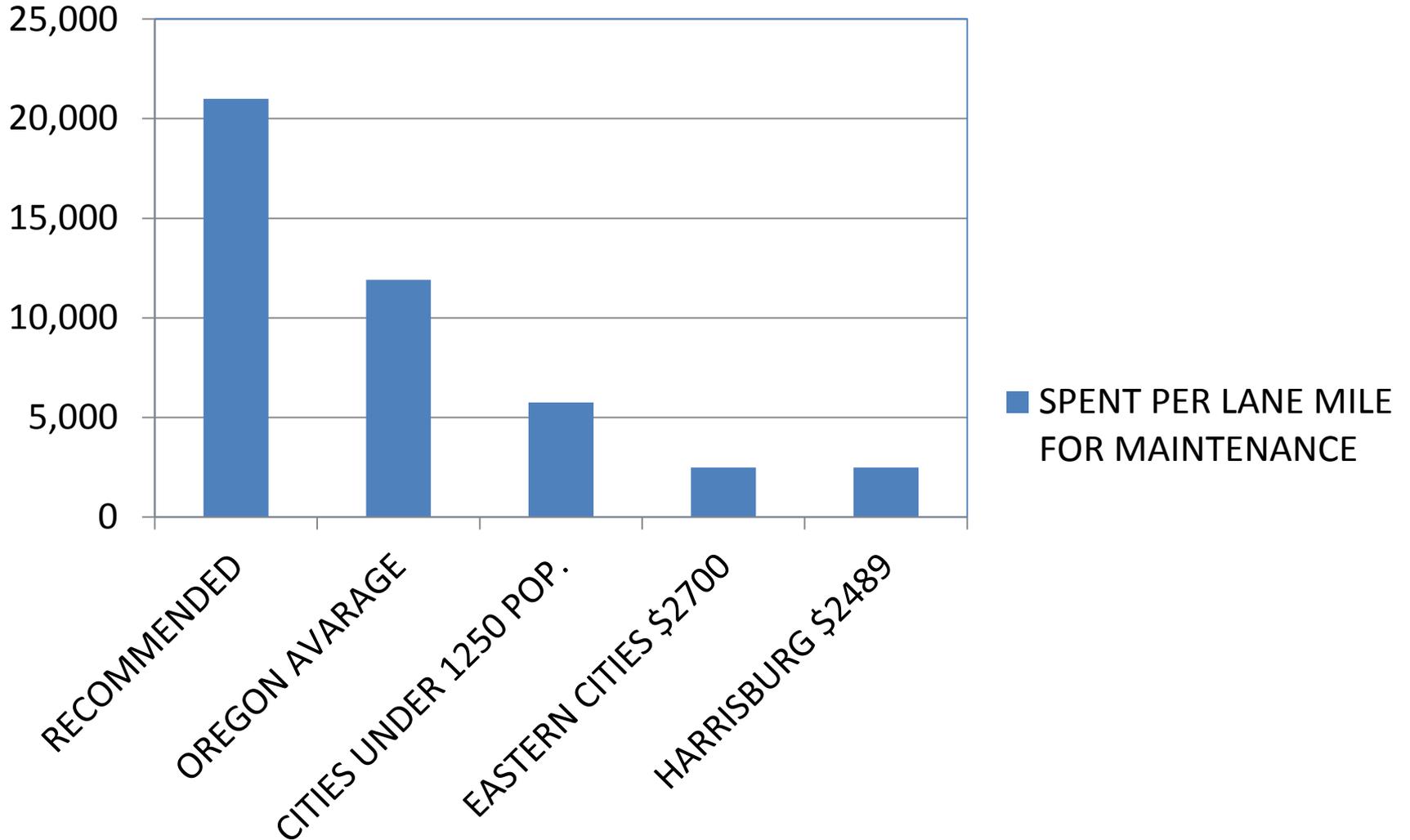
BY THE NUMBERS CONT.'

- RECOMMENDED MAINTENANCE COST BY THE HIGHWAY ADMINISTRATION \$21,000 PER LANE MILE
- BASED ON THE JULY 2016 STUDY BY THE LEAGUE OF OREGON CITIES – IN OREGON THE AVERAGE SPENT PER LANE MILE IS \$11,913
- ANNUALLY \$9300 SHORT OF THE RECOMMENDED AMOUNT NEEDED

BY THE NUMBERS CONT.'

- THE STUDY ALSO REVEALED THAT CITIES WITH POPULATIONS OF LESS THAN 1250, BUDGET \$5000-\$6000 PER LANE MILE
- EASTERN OREGON CITIES BUDGET ON AVERAGE \$2700 PER LANE MILE
- WELL BELOW THE RECOMMENDED AMOUNT OF \$21,000 PER LANE MILE

BY THE NUMBERS CONT.'



CONCLUSIONS

- RECOMMENDED ANNUAL FUNDING \$677,040
- SUSTAINABLE LONG TERM FUNDING MUST BE FOUND BEFORE OUR ROADS REVERT BACK TO GRAVEL AND CLAY
- LOCAL ROADS ARE A FOUNDATION FOR ECONOMICAL DEVELOPMENT
- THE POSSIBILITY OF LOSS OF LOCAL JOBS TO FAILING INFRASTRUCTURE IS VERY REAL

QUESTIONS ?

