



## Harrisburg City Council Work Session Minutes March 22, 2017

The Harrisburg City Council met this evening in a regularly scheduled 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/Assistant City Administrator Michele Eldridge
- Public Works Director Chuck Scholz

Absent were Councilor John Loshbaugh, and Youth Advisor Makenzie Thompson.

### Concerned Citizens in the Audience:

- Dr. Douglas Bailey and Michelle Francois of the Junction City Medical Clinic were in the audience this evening. Dr. Bailey told the Council that he's been in town for quite a few years now; all of his children went to school in Harrisburg. He started in 1984 with the Harrisburg Medical Clinic, at the Cedar Square Building. Morse Bros sold that to the City, and shortly thereafter, he sold his practice to his junior partners, and started the new clinic in Junction City. He left Harrisburg, in the hopes that he could come back in the future. He was in the process of opening a satellite office in Harrisburg again, when the Harrisburg Fire/Rescue District won the election. That put us on notice that we would need to find a new home again, because the Fire District will be building a new station in the current Cedar Square location. They've been looking at several properties in town with the hopes of building something new, but obviously, the constraints that they have on time are really tight. The Fire District will need them out later this year, and he knows that after they purchase property, that it will take time to have an architect develop plans; and we have to go through the site plan procedure. He's worried that it can't be done on such short notice. What he was originally going to propose, is that the City help them with the purchase/construction of a new clinic, in an amount like \$350,000. They looked at the property where the barber shop is; but they realized that it wasn't ideal, because there wouldn't be enough parking nearby. They are looking for an ideal location for a small medical clinic.

Boese asked if they were looking for a permanent structure, or for land, was told either, although Dr. Bailey added that it would need to be in the correct zone. Downey suggested the former flower shop, Season's Dreams, on the corner of Kesling and 3<sup>rd</sup> St; it has parking already there. Boese also mentioned the Hydro-Sol lot, which is located on Macy and 3<sup>rd</sup> St. Latta said that it's still for sale, but the sale of the property is challenging because there are underground tanks there. Francois thought that those had been filled with gravel. Downey said that she had gotten an agency letter for her old gas station property that said officially that there is no further action necessary. They should check on that before thinking about removal of the tanks; they may not need to remove those. Latta said that he had talked with their architect, and assured him that there are things we can do on the land use side that would save them time; such as moving up meetings, etc. We still have certain time requirements, but other than those, we can certainly shorten the time frame for them. Downey mentioned the old Victorian that is across the street from old City Hall too. They could put offices on the 2<sup>nd</sup> floor. Dr. Bailey was concerned about parking there as well. However, Mayor Duncan thought that the rooms are fairly small in there. He suggested the rambler that is to the east of that building. The same people, who own Harrisburg Plaza, also purchased that. Latta commented that it's important for us in the HRA, to sell bonds. That's not just for streets, but for a loan program too, to do stuff like this. We need to do that soon.

- Fire Chief Bart Griffith was also present, and wanted the Council to know that they are willing to try to help out the dentist and doctor as much as possible. He made a quick call to the board, and they agreed that they want to help as much as they can. They are behind on the process of a new station, mostly because of the bond they are obtaining. Therefore, it's a possibility that the timeframe in which they needed everyone to be out of the building would be extended; possibly to winter of this year. They are willing to work with them on that.
- Mayor Duncan asked if they thought they would break ground in December then. Chief Griffith said that winter may not even be a possibility. As they know, the ground water is 12" below ground, and that area generally has a little lake out there. It could possibly be June of 2018 before they can start construction. They won't know anything until they get a permanent schedule, when the bonds are sold. So they are willing to work with the doctors.
- Mayor Duncan wanted to add, that he, his wife Donna, and Mike Caughey and Kay Barnett, had attended the awards banquet at the fire station. It was wonderful. It really puts into perspective all that they do for Harrisburg. There were six different awards for saving a life, which were pretty spectacular. Most of these guys are volunteers; they know us, see us, are friends with us, and see us at our worst, when we need them the most. They call him Honorable Mayor, but to him, it's the Fire District volunteers who deserve that Honorable....not him. You go out and save lives....he thanked them for their service, and noted how much we appreciated them. Harrisburg is a great place, and the volunteerism of the first responders is part of what makes it the way it is. They've waited a really long time to get a new fire station, so he's happy that it's almost here.

#### The matter of Proclaiming April 2017 as Child Abuse Prevention Month

- ***Mike Caughey read aloud the proclamation as it appears in the agenda, and Mayor Duncan declared that April 2017 would be the Child Abuse Prevention Month.***
- Mayor Duncan mentioned that he might have his daughter address Council in the future. His daughter, Claire, works in Trauma Informed Care. She is the head of a company, who is under contract to teach this to others. She's actually in Philadelphia right now, but she's addressed the legislature, and speaks on the subject. He'd like to ask if perhaps she could come and address Council. An adverse childhood experience, just one or two, can really affect a person all their lives. You can imagine what a childhood with nothing but trauma does to a person. There is a resiliency that can come from it. She is meeting with police stations, first responders, and others, all over the United States. She teaches all inclusive, so churches, City Halls, everyone can be involved. (His kid is so cool!)

#### The matter of Discussing City Council Designated Committee's.

**Staff Report:** Latta said that he's not going to rehash the material in the agenda. There are a hundred different ways we can do this. He does like the idea of having ad hoc Committee's, based around Council priorities, such as those in the Strategic plan. It keeps us focused on what we've established as our priorities. Some committees are good to have, if you have something to take to them, but they do require work. Eldridge has to send out notices for all of them, including notice of cancelled meetings. Government, Parks, Trees, Public Works; all of those issues could also be handled in work sessions. The Personnel Committee might be something we want to keep. That's his thoughts. An ad hoc Committee can be for something like 4<sup>th</sup> St., and/or street maintenance projects; although those could possibly be combined. He felt we could get fairly good citizen input on something like fixing 4<sup>th</sup> St., and fixing streets. He thought maybe 6 or 7 people, with 2 or 3 of them being councilors, would get good participation. In the end, whatever we try, can always be returned to the original way of doing it, if we decide we don't like it. We want to create some staff efficiencies by eliminating committees that don't regularly meet.

- Downey said that when she first saw this topic, she was concerned. Why do we have the committee's in the first place? We don't want to get rid of something that is working, but we also don't want to keep something that is redundant. Because she is the Chairperson of the Personnel Committee, she contacted Senior HR Consultant Sharon Harris at CIS, and asked her a series of questions. She shared those with the City Council (Please see Addendum No. 1 for a copy of the questions and answers provided by CIS). She felt that the reason we had a Personnel Committee was because we didn't always have a City Administrator. She noted that for personnel policies, a majority of them are being changed due to the law changing. As an example, those don't need to be hashed out in a committee, and can come straight to Council. A lot of what they look at is items that can be handled as part of the budget, such as pay scales. There are some things that come up, that personally, she thinks the Personnel Committee needs to exist for, but we don't need to meet every month. Other things could be brought up as an 'other', such as establishing a bonus program for employees. Eldridge does send her notice of items that she is considering bringing to the committee, so she (Downey) does

have her sometimes take something directly to Council; if it's going to be time consuming, then it can go to Committee.

- Puls asked her what she felt about the Government Committee.
- Downey said sort of the same as Personnel, but that Chairperson might have other suggestions. There are citizens involved in the Parks Committee, and PW Committee's, and she wants citizens to be included.
- Caughey said that he's scared of option no. 1, because it would create monster meetings. On no. 2, he has concerns about zero public involvement with the elimination of all committees. He likes the idea of ad hoc committees, centered on priority projects. Some of the things that go on in committees save time for the City Council. That's when we are typically gathering information, debating, throwing out bad ideas, and coming up with alternatives. There are tradeoffs there, and he doesn't know what the right answer is. There have been some committee meetings that have gone quite long and some things have been postponed, while we get more information, like the salary study. We started talking about it last year, and we are now waiting for the information to come to us from a reputable source. A lot of that preliminary work is done, available, and is in print when it goes to City Council, so we save time. Is it necessary to have a committee for everything? Does ad hoc mean that we will get more participation from citizens? He's concerned that we have positions available on other committees that are still vacant. He likes the idea of ad hoc committees, because he does think more people would sign on to something if it was for a limited time frame, and especially if they were impacted by a project. Alternative no. 4, rearranging committees, makes sense, if we decide to keep committees. Having to wait for more than a month after you take action on something is not fun.
- Puls commented that she didn't think doing away with the committees will get us less public involvement. She thinks that specific projects will get people more interested in something, because it's focused, rather than attending a committee that is a 3 year commitment.
- Latta said that's one of the challenges we have; that people sign up, and there is no end date. That's hard in some cases. With an ad hoc committee, we can tap certain issues, and maybe a committee meets for six months, perhaps twice a month to get it moving. That sets the parameters, so when we recruit, it's project specific. That's something that people care about, and they are more inclined to join if they know that it won't continue indefinitely.
- Downey liked changing, and if doesn't work, we can revert to the original.
- Latta wanted to make sure to note that some City committees are required because of state or local laws. That's the Planning Commission, Budget Committee, and the Library Board. There is just a little citizen involvement on both Public Works, and Parks Committee's. Parks has had so little to meet on, that Boese had his first meeting since he was appointed about six months ago. He (Latta) does so much, that sometimes, although he doesn't mean to, Parks gets the short end of the stick. As an example though, if we decided to do the next phase on Priceboro Park, then we could have a committee for six months. The committees could be focused, and based on projects. Also, it doesn't necessarily have to be something in the strategic plan.

Puls liked the idea of looking at the strategic plan for ad hoc committees. She noted that with updating/revising the strategic plan every year, that we have momentum going forward. It's like a focus group for that project. Latta reminded them that it's not limited to the strategic plan. If Council wants to form a committee for another topic, they can. Mayor Duncan said that you might be surprised with some of the people who want to get involved. They maybe want to get things done, and they know its short term. Latta said there is a sense of pride as well. People can say hey, we fixed 4<sup>th</sup> St, and I helped do that.....there's a pride of ownership. Caughey thought it was worth trying. Mayor Duncan noted that one of the things that make the meetings go well is that our Councilors are so well informed. Puls said that that's one of the things she dislikes, because sometimes there are issues that went through a committee, that people want more information on, even though it's been to a committee. We end up having to talk all the way through a subject again. Downey agreed with her, and said that's sometimes why she makes a motion right away; because we've already met and discussed some of those topics. Some of our meetings have been an hour and a half on one subject. Puls said that we hire people to run the City, and we need to let them run it.

Council talked briefly about interviews, and felt that they shouldn't be included on something other than the City Administrator. Caughey said that the only person hiring people is the person we get reports from. If he chooses badly, then he gets to live with it. He will be the judge on poor performance, and we can't point fingers at him after the fact. He's ultimately responsible for it. Downey said that we shouldn't be talking about employees anyhow. Puls added that we have been getting too far down into the weeds in the operations of the City, and we are supposed to be providing the vision, and the direction and goals of the City. Mayor Duncan did want to point out something you may not think about; in general, he likes the ideas of what we are considering. But sometimes, something that Mike is famous for is to really be diligent in researching something, and bringing up something that other people didn't think about. Without committees, we may not have that.

Downey thought it would come to Council faster without committees. If we feel that things are rushing through, or we have problems, we can revert back to what we did before. Latta felt we can keep the Personnel Committee, on a sort-of 'retainer'. If we said that this committee meets as needed, rather than once a month in the resolution, then it would eliminate the work of cancelling meetings, etc. He also said that in the case of the Government Committee, that there are some things coming up that are a quick fix that we don't need discussion on. But if there is something we need a little feedback on, then we can schedule that topic for a work session. That can speed things up slightly, by eliminating that committee.

The Council talked briefly about the Personnel Committee, and felt that it should be kept on an as needed basis. Puls thought that something like a big PW project, that for instance, if we call in all our remonstrances in an area, and ask those property owners if they want to be on that ad-hoc meeting, we'll get more response. It will be really specific, and short in duration. People want to be involved in a project that involves something right in front of their home. Keaton asked about the Harvest Festival and Sesquicentennial. Latta said that the challenge there is that we started out a year in advance of the Sesquicentennial. It started large, waned, and then ended large again. Boese said with the ad-hoc committees,

how will we break out who belongs to which committee's? Latta told him that is the next step after this one. First, we need to change the committee's. He wanted to verify, that City Council wants to keep Personnel Committee, on an as-needed basis; so do they want to eliminate the Government Committee, PW Committee, Parks Committee, and the Tree Committee? *Council consensus was yes.* Latta said that he will come back with a resolution on the 12<sup>th</sup> of April. We'll talk about it at the end of the meeting. He thinks it would be good to form about 3 ad hoc meetings. One could be on the water study, one could be a combination of 4<sup>th</sup> St., and the street maintenance project and the last could be the remodel of the Justice Center. You can think about how many Councilors, and how many citizens should be on those committees. There can't be more than 3 Councilors on a committee, because they can't represent a quorum of Council. Then we can decide how often they should meet, how long they should exist, and an estimated time frame to completion. Then we can assign staff to them. We can do that on the 12<sup>th</sup>.

Keaton thought that we needed to have a Tree Committee, as required by the Arbor Day/Tree City requirements? Scholz said that yes, we have to have a tree committee. We could designate the City Council as the Tree Committee though. Puls was for that. Downey thought they might be enthused about Council doing that.

#### The matter of Discussing and Reviewing the City Administrator's Salary

**Staff Report:** Eldridge presented the subject, and noted that the Personnel Committee recommended that the City Council consider a bonus to Brian Latta for his performance on the Harvest Festival events, and Sesquicentennial, and that he suggested that it should include the management staff members who worked with Latta on these events. She noted that we do have a small cushion in the general fund personnel services for this type of a bonus. It would be up to the City Council to determine the amount.

Mayor Duncan asked how many hours that Latta and Eldridge technically worked; Latta told him 45 to 50 on an average week, and Eldridge said the same, although we also work more than that. Downey added that we liked the idea of a bonus program, and that it would be better to compensate the City Administrator through a bonus, rather than an increase of his wages. Boese asked what the bonuses were for Rick and Lori; he was told \$500. Caughey said that he was thinking the same number, but he's amenable to a different figure. This is for a longer period, so a higher amount might be appropriate. Downey said that when you look at all the committee meetings we did, just for the 150<sup>th</sup> that she'd agree with that. Maybe something like \$750 a piece would be appropriate. Caughey was amenable to that. Keaton thought that \$500 was a good figure, but technically, after taxes, if we went with \$750 that it would be around \$500 they end up with. Boese was ok with either figure. Puls thought \$750 was good. Mayor Duncan said that if you broke down all the hours that these three worked on this stuff, that it would be a heck of a nice way to say thank you.

- **Caughey motioned that Council allow the pay master to award the three people as discussed, Brian Latta, Chuck Scholz, and Michele Eldridge, \$750 each for their participation and successful City celebrations last year. Downey seconded the motion, and the City Council voted unanimously to award a \$750 bonus to the three employees.**

Downey said that this is supposed to start a trend. When you notice department heads on salary working a huge amount of hours, and taking on special committees and projects, don't be afraid to look at that, and suggest that they be awarded for it. Scholz said that he was very appreciative to Council for thinking about us, and also to Brian, for acknowledging us to be included. Eldridge echoed his appreciation to the Council and to Brian as well, for sharing that with us. Caughey said that in a way, Council should recognize that there are people in the City who go over and above what their normal jobs are. A carrot is not a bad thing. Downey expressed her appreciation to Latta, because he didn't expect his salary to increase. Not everybody would do that. He's honorable, and has high integrity, which she really appreciates that about him. Latta did want to add that the reason he suggested a bonus, rather than a cost of living increase for the City Administrator, was because in 20 years, if he got the cost of living increase very year, his salary would soon be six figures. The next person hired would want to look at the contract, which is smart; so having continuous COLI could cause problems with negotiations. If you give bonuses instead, that wouldn't cause problems with future contract negotiation.

#### **OTHERS:**

##### Linn County Sheriff Office Contract:

- Latta handed out a letter he had received from the Sheriff's office (Please see Addendum No. 2). As Council knows, we met with them, and talked with them about the conversation we had with Council at the last meeting. They plan on charging us \$65 an hour, which is actually less than what he told Council at the last meeting. He (Latta) had based the figure he used at the \$65 an hour, plus a 6% increase for the next fiscal year. Because of that, we are looking at a reduction of 99 hours total, to keep the total dollar amount about the same.
- Mayor Duncan thanked him for all his work on that.
- Latta said that we are still in negotiations with them. He was surprised to receive a suggested contract from them, that was individualized, rather than the unified contract that we were all suggesting. It surprised him that they seemed to miss the point that we were trying to simplify things.
- Caughey said that they aren't missing the point; that is the point!
- Latta said that the unified contract has all of the cities on it, along with all of our fees. He took the same information from the individual contracts, and added it to the unified contract. He felt that would be more agreeable to them. He talked with Scott McDowell, the City Administrator in Brownsville about it, and they felt that they would meet with the main personnel they've been meeting with; Captain Kevin Guilford, and the Undersheriff, Jim Yon. They'll talk about what they worked on together, and that this is the reason we worked on a unified contract. We'll get that meeting before we invite the rest of the cities back in.
- Downey asked if perhaps they are having an adverse reaction to what you are proposing simply because it's change. She had that same reaction when she first saw the committee's suggestions. Maybe they haven't really thought about it.

- Latta said that could be part of it. They are used to doing it a certain way. He's sure that they'll say, this is how we do that, but in doing that, they're not seeing the point behind the unified contract. This is really important for the cities.
- Downey thought perhaps a contract is a contract to them.
- Latta said that this contract is very similar to the contract we've had for the last two years; the one he negotiated. They've seen it before, and we are trying to get them to recognize that this format is important to us. It shows unity, and a consensus, that we can all see what we are all doing, and what kinds of special services we want in our individual cities.
- Downey asked if anyone has asked why they are doing that.
- Latta said that's what they are doing when they meet with them. He said that they are choosing this method because the other one, with all the cities and 1 or 2 additional people for each City, tends to be completely different, and is somewhat lacking in diplomacy. The first couple of meetings, they walked into the room, and everyone was fully dressed in uniform, with all of their gear on. The last meeting, however, they were all in street clothes, and were more approachable, not to mention, not sitting together. The meeting was so much more productive. He'll let Council know the outcome at the next meeting.

#### Surplus Property:

- Latta handed out another letter and packet of information that had been given to him; (Please see Addendum No. 3). This person is the owner of a dentist office, who is looking to buy property, so that they can build a facility for their son, who is getting out of dental school. This is an expansion of their business, but the owner making inquiries doesn't want this spread around, because she doesn't want people to think that they are moving, or closing their current offices. One of the properties they are interested in is the water tower property. She was initially looking at it just as a dental clinic, but then started looking at the other things she could do, such as adding retail like a pizza place, or a Dutch Bros. She wants Council to come up with a bottom price for the water tower lots, because she might want to pay cash in 30 days. Part of the packet here, is from where he asked David Smid, to provide us with comparables. There is only one lot in Harrisburg, and most of these are in Veneta and Eugene.

Mayor Duncan said that the comps are all over the place; Puls agreed. Downey said that property values are going up right now, but she doesn't think that she can answer that question without more information, and specific numbers. Latta said that on page 8 of 9, you'll see the (vacant) lot in Harrisburg at the corner of 3<sup>rd</sup> and Kesling. It was listed as \$45,000. The lot next to us was appraised at \$80,000, and it's a little smaller at 9,000 sq. ft., while the water tower property is around 10,000 sq. ft. The first question, is do you want to sell? (*Consensus was yes*) Next, how much do you want as a minimum on it?

- Downey said that the citizens of Harrisburg need figures and facts. If we sell it too cheap, the citizens will have our heads.
- Latta said that you have some sense of urgency; as you've seen from Dr. Bailey tonight, everyone is moving fast. If we need to not make a decision tonight, then what information do you want; should he call Smid, and as him to call us with a number?



- Downey said that she worked with Smid on the station property. He gave her both a fire sale price, and a sitting on the market for a while price.
- Latta said that typically, it's a fair market analysis. He asked for that, as of yesterday. He got this paperwork at 1:00. A price would be appreciated. Latta then called Smid while in the Council Chambers, and had a brief conversation with him. Smid told him that he has feelers out with other brokers, but he would definitely say under \$100,000. Latta thought it would likely be between \$70,000 and \$90,000.
- Downey and Puls both felt that \$70,000 as a starting price was adequate.
- Latta said that he would get a better number, and would contact everyone via email the following day. He does want to remind Council that we have certain things we have to do. We have to invite the public to bid on the property, and we have to hold a hearing. So if this buyer says she's ready to buy; here is the cash, and others are willing to pay more, that could happen. There are all sorts of ways to make this happen. Council can set the parameters.
- Eldridge commented that in actuality, she's pretty certain that we already declared surplus on the property via resolution, not to mention having made the public meeting announcements.
- Latta commented that when he was working with Dr. Burnett, he went to Hurds, and asked Kevin Grimes on a scale of no interest, to very interested, where were they? He gauged that it was mild interest. So we'll let them know if we decide to do a public ad.
- Caughey did mention that he had a talk with the previous administrator, and said that if the market was falling, that he suggested it's not the time to sell; especially if we aren't required to sell right away. It doesn't make sense to go with a lower amount.
- Latta said that he would get the data, and send it out to everyone tomorrow, and get their opinion.

Boese asked why the concrete berm/curb had been placed on Territorial St. He disliked the fact that he can't turn from the right hand lane (heading east) into the driveway on the Dollar General, because of the concrete curb there. Scholz said that it had been placed there to prevent turns into the driveway halting traffic on the highway. It would only take a few cars waiting to turn to do that. Mayor Duncan thought that's what he remembered. Latta said that he bet that was the main reason; it would only take about three vehicles waiting for a vehicle using the left hand driveway, to get vehicles to stop on the highway. Keaton also said that one of the 45mph signs on Peoria is missing; Scholz told him that's the county road, so the signage is theirs to replace.

#### HRA Bonds

- Caughey asked where the City was on looking into the bond situation for the HRA.
- Latta said that we will have a bond person here on the 12<sup>th</sup> who can answer questions for us. He can't understate the need to obtain money for property improvement grants; for at least \$500,000. The doctor wants \$350,000, which is what he proposed, and we also have the dentist office, who will probably ask for a similar amount. \$350,000 is a big chunk of money, so you might be worried about throwing it all at one of these projects. But you could also note that we've had money for ten years, and nobody has

taken advantage of it. We have to be careful to make it palatable for the agency, the public, and the program. Maybe in ten years, we could make a decision to stop them at half paid, and then forgive the rest of the funds at \$175,000. The dentist will request something similar. In fact, Latta added that we could actually ask for \$700,000, because you'll get back \$350,000 in payments from the two of them, and the amount we have is still under the cap of \$500,000. Starting month one, with the first payment, they are paying us back. That way, if someone came in a few months and asked for \$4,000 for awnings, we'd have the funds for it. We could also get the funding for the street project, and use that to pay for the economic development piece, and then pay it back; similarly we can do the same thing with the funds for the future Library parcel.

- Downey said that she just wants to make sure that the HRA funds don't go away.
- Puls said that if we get the doctor and dentist, then that might spur some investment in some of the other old buildings we have in town in the commercial zone.
- Latta said that we also have a person who is interested in the Hydrosol building; but he thinks it would cost a lot less money than the other projects.
- Caughey's main concern was the bond interest rates going up. While we fiddle around, and the longer we wait, the more it will cost us in the long run. We are paying on one bond at 6.5%, we could refinance that at a lower rate.
- Latta said that he put Tim Gaines on that, that's why we have a person coming to visit with us on the 12<sup>th</sup>. We can ask questions of him, so he encourages them to engage with them, and we can get together with the company, and get going right away.

**With no further business to discuss, the City Council Work Session adjourned at the hour of 8:20pm.**

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Mayor

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City Recorder

The Personnel Committee has oversight over the following areas:

- Participate in city contract negotiations with bargaining units. Recommend council action regarding tentative agreements.
  - I could go either way on this – Council should approve the bargaining contract as the city would be committing funds and that is a future budget obligation. – Sitting, or being part of the bargaining team – that is unique – I guess that would work.
- Participate in the interview process for department head positions. Review and approve final candidates for appointment to these positions.
  - I am not a big fan of the City Council approving the hiring of the department heads, unless the departments heard report directly to the City Council. I think this undermines the ability of the City Administrator to really fulfill their core duties. I think it is very important for the City Administrator to pick their staff that reports to them.
- Review and approve city administrator contracts.
  - Yes – this is the job of the City Council!
- Review and recommend council action regarding personnel policies. (Could be eliminated in respect to regular legal changes)
  - Yes, for the most part - policies should pass by City Council. Of course some policies need to change or be updates based on law – but that is easy enough to address.
- Review and approve annual changes to city fringe benefit packages & COL increases.
  - This is ultimately decided in the budget process – so I agree the City Council needs to be involved in this.
- Receive and review various staff reports on personnel actions throughout the city administration (Could be eliminated in "others").
  - Again- I think this is the action of the City Administrator– I do not think City Council should be detail involved in personnel actions or decisions, unless the position is a direct report to the City Council.
- Hear and decide on city administrator recommendations regarding department head suspensions and dismissals. Receive grievances via the mayor as per policy.
  - Again, I am not a fan of this – unless the issue is with the City Administrator.
- Review pay scale periodically.
  - Yes – pay is a budget item – so it would come through the budget process – which the City Council ultimately approves.



# Linn County Sheriff's Office

*Bruce W. Riley, Sheriff*

1115 SE Jackson Street, Albany, OR 97322

PHONE **541.967.3950**

[www.LinnSheriff.org](http://www.LinnSheriff.org)

March 9, 2017

The Honorable Robert Duncan and City Council Members  
City of Harrisburg  
P.O. Box 378  
Harrisburg, Oregon 97446

RE: Agreement – Law Enforcement Services

The Linn County Sheriff's Office has had a long standing relationship with several municipalities in Linn County for contracted law enforcement services. Recently, a coalition of these cities was formed, and in part, brought to my attention inconsistencies found in the antiquated method of our billing process. Many of these contracts were created years ago, and required a city to pay for a certain percentage of a deputy's time.

As we began working towards a fair and consistent way to bill, we found variations in the amount cities were paying for our service. The hourly rate varied from \$55.00 up to \$72.00.

After much thought and discussion with many of you, I have determined the fairest way to move forward is to create a standard hourly rate across the board. Currently, the average hourly rate is \$65.00 which is substantially lower than my actual true costs of \$85.00 per hour. True costs include not only personnel costs but also vehicle expenses, material and services, 9-1-1 dispatch, informational technologies and records. In addition, this upcoming fiscal year of 2017/18, I am incurring up to a 5% increase to my personnel costs due to an increase in wages, cost of living, PERS and health care.

I am committed to our continued partnership to keep our communities a safe place to live and raise a family, which is vital to both our missions. With that in mind, the rate moving forward for this next fiscal year will remain at the current average rate of \$65.00 an hour. Moving forward in the years ahead, increases to the hourly rate will be directly tied to increases in my personnel costs.

#### Civil Division

PH# 541-967-3907 • FAX# 541-924-1935

#### Corrections Division

PH# 541-967-3901 • FAX# 541-917-6663

#### Criminal Division

PH# 541-967-3950 • FAX# 541-967-8169

Harrisburg City Council Session Minutes

PH# 541-967-3925 • FAX# 541-967-1330

#### Support Services Division

PH# 541-967-3950 • FAX# 541-967-8169

#### Records Division

PH# 541-967-3950 • FAX# 541-967-8169

As Sheriff of Linn County, I look forward to continuing the long-term partnership my Office has had with your city. Together, we can continue to keep the peace in our communities. I understand this may cause some cities to make significant changes in their contract. Please contact me anytime if I can be of help or answer any questions.

Thank You,

A handwritten signature in black ink, appearing to read 'B. Riley', with a large, stylized flourish at the end.

Bruce W. Riley,  
Linn County Sheriff

March 22, 2017

Dear City of Harrisburg Counsel,

My wife and I have operated a dental practice in Eugene for over 30 years. We live south of Harrisburg and are considering expanding our practice to Harrisburg. We heard Dr. Bennett was closing his practice on May 11, 2017 because his office was being removed so the Harrisburg fire department could build a new fire house. We have been in communication with Dr. Bennett on whether we would purchase his practice or just start our own.

Dr. Bennett's office is open only one day a week at the current time. This would not be sufficient income to warrant purchasing land and building a new office or even remodeling an existing building. For this to work we would need to extend the number of days in the Harrisburg office and receive some financial incentive from the city. We have heard about a business incentive program to help establish businesses in Harrisburg.

Our goal would include a new dental clinic with 4 treatment rooms. Work on building the practice to 2-3 days a week. We have been in contact with an Orthodontist who would like to share our office once every 3-4 weeks.

Our son graduates from ATSU dental school in May 2018. This would be a great opportunity for him to pursue. He has a wife with 3 children and needs to be diligent in repaying his school loans. He is doing very well in school and is a hard worker who would like to expand our practice to at least a couple of locations.

We would like the opportunity to discuss your business incentive program and the possibility of purchasing lots that the city owns.

Sincerely,

*Norman D Magnuson DDS*

Norman D Magnuson DDS

*Debby Magnuson*

Debby Magnuson



**Presented by:** David Smid  
RE/MAX Integrity  
**Phone:** 541-984-5415 **E-mail:** [david.smid@remax.net](mailto:david.smid@remax.net)  
**LOTS AND LAND** **Status:** ACT **3/22/2017** **6:22:02 PM**  
**ML#:** 15216472 **Area:** 220 **List Price:** \$40,000  
**Address:** Cemetery RD **Unit/Lot #:** 800  
**City:** Monroe **Zip:** 97456  
**Additional Parcels:** /  
**Map Coord:** **Zoning:** com  
**County:** Benton **Tax ID:** 200653  
**Subdivision:**  
**Manufhs Okay:** **CC&Rs:**  
**Elem:** Monroe **Middle:**  
**High:** Monroe **Prop Type:** COM/IND  
**Legal:** 14528DB00800

**GENERAL INFORMATION**

<b>Lot Size:</b> 15K-19,999SF	<b>Acres:</b> 0.44	<b>Lot Dimensions:</b>
<b>Waterfront:</b> /	<b>Body Water:</b>	<b>Availability:</b> SALE <b>#Lots:</b>
<b>Perc Test:</b> /	<b>RdFrntg:</b>	<b>Rd Surfc:</b>
<b>Seller Disc:</b>	<b>View:</b> MNTAIN	<b>Soil Type/Class:</b>
<b>Lot Desc:</b> TREES, WOODED		<b>Present Use:</b> COMM
<b>Topography:</b>		
<b>Soil Cond:</b>		

**IMPROVEMENTS**

**Utilities:** CABLETV, PHONE, POWER, SPRING, WELL  
**Existing Structures:** /

**REMARKS**

**XSt/Dir:** 99E  
**Public:** Unimproved commercial bareland, seasonal creek runs through property. Almost a half acre right on Hwy 99 North to Monroe but in city limits. Also included is a well on the property.

**FINANCIAL**

<b>PTax/Yr:</b> \$562.90	<b>Short Sale:</b> N	<b>Bank Owned/REO:</b> N
<b>HOA:N</b> <b>Dues:</b>	<b>Other Dues:</b>	
<b>HOA Incl:</b>		
<b>List Date</b> 11/6/2015		

**COMPARABLE INFORMATION**

**O/Price:** \$45,000

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SQUARE FOOTAGE IS APPROXIMATE & MAY INCLUDE BOTH FINISHED & UNFINISHED AREAS - CONSULT BROKER FOR INFO.  
SCHOOL AVAILABILITY SUBJECT TO CHANGE.



**Presented by:** David Smid  
 RE/MAX Integrity  
**Phone:** 541-984-5415 **E-mail:** [david.smid@remax.net](mailto:david.smid@remax.net)  
**LOTS AND LAND** **Status:** ACT **3/22/2017** **6:22:02 PM**  
**ML#:** 15658074 **Area:** 221 **List Price:** \$65,000  
**Address:** Hwy 20 **Unit/Lot #:** 3000  
**City:** Foster **Zip:** 97345  
**Additional Parcels:** /  
**Map Coord:** **Zoning:** C2  
**County:** Linn **Tax ID:** 0237137  
**Subdivision:**  
**Manufhs Okay:** **CC&Rs:**  
**Elem:** Foster **Middle:** Sweet Home  
**High:** Sweet Home **Prop Type:** COM/IND  
**Legal:** DN2007-8225

**GENERAL INFORMATION**

**Lot Size:** 20K-.99AC **Acres:** 0.52 **Lot Dimensions:**  
**Waterfront:** / **Body Water:** **Availability:** SALE **#Lots:**  
**Perc Test:** / **RdFrmtg:** **Rd Surf:**  
**Seller Disc:** **View:** TERRITR  
**Lot Desc:** **Soil Type/Class:**  
**Topography:** **Present Use:** COMM  
**Soil Cond:**

**IMPROVEMENTS**

**Utilities:** POW-AVL, SWR-AVL, WAT-AVL  
**Existing Structures:** /

**REMARKS**

**KSt/Dir:** 57th Ave  
**Public:** Great land with Hwy frontage! This over half an acre lot is just seconds away from Foster Lake, the marina & more. You could build to rent out or to put in a business, the choice is yours. Buyer to be responsible to check with city/ county for build ability. Possibilities are endless!

**FINANCIAL**

**PTax/Yr:** \$581.85 **Short Sale:** N **Bank Owned/REO:** N  
**HOA:N** **Dues:** **Other Dues:**  
**HOA Incl:**  
**List Date** 3/6/2015

**COMPARABLE INFORMATION**

**O/Price:** \$65,000

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 SCHOOL AVAILABILITY SUBJECT TO CHANGE.





**Presented by:** David Smid  
RE/MAX Integrity  
**Phone:** 541-984-5415 **E-mail:** [david.smid@remax.net](mailto:david.smid@remax.net)  
**LOTS AND LAND** **Status:** ACT **3/22/2017** **6:22:02 PM**  
**ML#:** 16420267 **Area:** 221 **List Price:** \$114,900  
**Address:** 305 N MAIN ST **Unit/Lot #:**  
**City:** Brownsville **Zip:** 97327  
**Additional Parcels:** /  
**Map Coord:** **Zoning:** OTC  
**County:** Linn **Tax ID:** 0283933  
**Subdivision:**  
**Manufhs Okay:** **CC&Rs:**  
**Elem:** Central Linn **Middle:** Central Linn  
**High:** Central Linn **Prop Type:** COM/IND  
**Legal:** MF1686-960

**GENERAL INFORMATION**

<b>Lot Size:</b> 10K-14,999SF	<b>Acres:</b> 0.26	<b>Lot Dimensions:</b>	
<b>Waterfront:</b> /	<b>Body Water:</b>	<b>Availability:</b> SALE	<b>#Lots:</b>
<b>Perc Test:</b> /	<b>RdFmtg:</b>	<b>Rd Surf:</b>	
<b>Seller Disc:</b>	<b>View:</b> TERRITR	<b>Soil Type/Class:</b>	
<b>Lot Desc:</b>		<b>Present Use:</b> OTHER	
<b>Topography:</b> LEVEL			
<b>Soil Cond:</b>			

**IMPROVEMENTS**

**Utilities:** OTHER  
**Existing Structures:** /

**REMARKS**

**XSt/Dir:** On Main St next to City Hall and Napa  
**Public:** Great location for a new development in the beautiful historic town of Brownsville! This lot is .26 of an acre with flat usable land. Located on a highly visible corner lot, currently being used for the local Farmers Market. Possible to file variance to VC (Volume Commercial) for more options. Check with city of Brownsville for approved uses.

**FINANCIAL**

<b>PTax/Yr:</b> \$656.51	<b>Short Sale:</b> N	<b>Bank Owned/REO:</b> N
<b>HOA:N</b> <b>Dues:</b>	<b>Other Dues:</b>	
<b>HOA Incl:</b>		
<b>List Date</b> 5/2/2016		

**COMPARABLE INFORMATION**

**O/Price:** \$130,000

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SCHOOL AVAILABILITY SUBJECT TO CHANGE.



**Presented by:** David Smid  
 RE/MAX Integrity  
**Phone:** 541-984-5415 **E-mail:** [david.smid@remax.net](mailto:david.smid@remax.net)  
**LOTS AND LAND** **Status:** ACT **3/22/2017** **6:22:02 PM**  
**ML#:** 17071244 **Area:** 236 **List Price:** \$27,500  
**Address:** Jeans Rd **Unit/Lot #:**  
**City:** Veneta **Zip:** 97487  
**Additional Parcels:** /  
**Map Coord:** **Zoning:** IC/SPD  
**County:** Lane **Tax ID:** 1356912  
**Subdivision:**  
**Manufhs Okay:** **CC&Rs:**  
**Elem:** Veneta **Middle:** Fern Ridge  
**High:** Elmira **Prop Type:** COM/IND  
**Legal:** TL 01800

**GENERAL INFORMATION**

**Lot Size:** 10K-14,999SF **Acres:** 0.23 **Lot Dimensions:** 100X100  
**Waterfront:** / **Body Water:** **Availability:** SALE **#Lots:**  
**Perc Test:** / **Rd Frmtg:** Y **Rd Surf:** PAVEDRD  
**Seller Disc:** **View:** CITY, TERRITR  
**Lot Desc:** PUBLCRD **Soil Type/Class:**  
**Topography:** LEVEL **Present Use:** COMM  
**Soil Cond:**

**IMPROVEMENTS**

**Utilities:** POW-AVL, SWR-AVL, WAT-AVL  
**Existing Structures:** N /

**REMARKS**

**St/Dir:** Veneta 126 Intersection North 300' to Territorial, to East on Jeans Rd  
**Public:** A bargain! At just \$2.75 per sq. ft. excellent level ground ready for your retail to commercial/industrial uses with paved Jeans Rd frontage. Bi-Mart plaza across the street, nearby commercial-retail and professional office users. Services at the street. Up to 2.29 acres available and can be broken down to 1/4 acre purchases already divided, Tanglewood Park First Addition.

**FINANCIAL**

**Tax/Yr:** \$314.46 **Short Sale:** N **Bank Owned/REO:** N  
**HOA:** N **Dues:** **Other Dues:**  
**HOA Incl:**  
**List Date:** 8/30/2016

**COMPARABLE INFORMATION**

**O/Price:** \$23,958

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SCHOOL AVAILABILITY SUBJECT TO CHANGE.



**Presented by:** David Smid  
RE/MAX Integrity  
**Phone:** 541-984-5415 **E-mail:** [david.smid@remax.net](mailto:david.smid@remax.net)  
**LOTS AND LAND** **Status:** ACT **3/22/2017** **6:22:02 PM**  
**ML#:** 16282359 **Area:** 236 **List Price:** \$128,175  
**Address:** Loten **Unit/Lot #:**  
**City:** Veneta **Zip:** 97487  
**Additional Parcels:** /  
**Map Coord:** **Zoning:** IC  
**County:** Lane **Tax ID:** 1812484  
**Subdivision:**  
**Manufhs Okay:** **CC&Rs:**  
**Elem:** Veneta **Middle:** Fern Ridge  
**High:** Elmira **Prop Type:** COM/IND  
**Legal:** Subdivision Plat: VENETA BUSINESS PARK LOT6 TL 03400,  
RecordNo: 2007-079397

#### GENERAL INFORMATION

<b>Lot Size:</b> 1-2.99AC	<b>Acres:</b> 1.07	<b>Lot Dimensions:</b>	
<b>Waterfront:</b> /	<b>Body Water:</b>	<b>Availability:</b> SALE	<b>#Lots:</b>
<b>Perc Test:</b> /	<b>RdFmrtg:</b> Y	<b>Rd Surf:</b>	
<b>Seller Disc:</b> EXEMPT	<b>View:</b> TERRITR, VALLEY	<b>Soil Type/Class:</b>	
<b>Lot Desc:</b>		<b>Present Use:</b> COMM, INDUSTR	
<b>Topography:</b> LEVEL			
<b>Soil Cond:</b>			

#### IMPROVEMENTS

**Utilities:** PHONE, POWER, SEWER, UG-UTIL  
**Existing Structures:** N /

#### REMARKS

**XSt/Dir:** Hwy 126 to Cornerstone to Loten  
**Public:** Lots available in Veneta Business Park. City of Veneta welcomes new business and encourages you to start your new venture here on these 1+ acre lots with excellent highway exposure. Retail, Commercial and Industrial applications are encouraged. This is one of 7 adjacent lots available fronting busy HWY 126 for excellent exposure at an amazing \$2.75 per sq. ft.

#### FINANCIAL

<b>PTax/Yr:</b> \$2,267.88	<b>Short Sale:</b> N	<b>Bank Owned/REO:</b> N
<b>HOA:N</b> <b>Dues:</b>	<b>Other Dues:</b>	
<b>HOA Incl:</b>		
<b>List Date</b> 4/15/2016		

#### COMPARABLE INFORMATION

**O/Price:** \$128,175

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SCHOOL AVAILABILITY SUBJECT TO CHANGE.



**Presented by:** David Smid  
 RE/MAX Integrity  
**Phone:** 541-984-5415 **E-mail:** [david.smid@remax.net](mailto:david.smid@remax.net)  
**LOTS AND LAND** **Status:** PEN **3/22/2017** **6:22:02 PM**  
**ML#:** 16439200 **Area:** 221 **List Price:** \$99,500  
**Address:** 723 PARK ST **Unit/Lot #:**  
**City:** Lebanon **Zip:** 97355  
**Additional Parcels:** /  
**Map Coord:** **Zoning:** CB  
**County:** Linn **Tax ID:** 0187944  
**Subdivision:**  
**Manufhs Okay:** **CC&Rs:**  
**Elem:** Other **Middle:** Lebanon  
**High:** Lebanon **Prop Type:** COM/IND  
**Legal:** DN2008-2714

**GENERAL INFORMATION**

**Lot Size:** 7K-9,999SF **Acres:** 0.17 **Lot Dimensions:**  
**Waterfront:** / **Body Water:** **Availability:** SALE **#Lots:**  
**Perc Test:** / **RdFrntg:** **Rd Surf:**  
**Seller Disc:** **View:**  
**Lot Desc:**  
**Topography:** **Soil Type/Class:**  
**Soil Cond:** **Present Use:**

**IMPROVEMENTS**

**Utilities:** OTHER  
**Existing Structures:** /

**REMARKS**

**XSt/Dir:** Property is located on the SE corner of Park and Sherman Streets  
**Public:** Two tax lots totaling 12,035 sf or .28 of an acre. Property is zoned Central Business and is located on the SE corner of Park and Sherman. The property has 222.25 of frontage for Retail or Office opportunity. Water & sewer are to the property.

**FINANCIAL**

**PTax/Yr:** \$1,043.91 **Short Sale:** N **Bank Owned/REO:** N  
**HOA:N** **Dues:** **Other Dues:**  
**HOA Incl:**  
**List Date** 2/23/2016

**COMPARABLE INFORMATION**

**Pend:** 1/2/2017 **DOM:** 314 **Sold:** **Terms:** **O/Price:** \$109,000 **Sold:**

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 SCHOOL AVAILABILITY SUBJECT TO CHANGE.



Presented by:

David Smid

RE/MAX Integrity

Phone: 541-984-5415

E-mail:

david.smid@remax.net

LOTS AND LAND

ML#: 16548110

Address: S 3RD ST

City: Harrisburg

Additional Parcels: /

Map Coord:

County: Linn

Subdivision:

Manufhs Okay:

Elem: Harrisburg

High: Harrisburg

Legal: MF1699-689

Status: SLD

Area: 221

List Price: \$45,000

Unit/Lot #: 97446

Zip: 97446

Zoning: CC

Tax ID: 0328084

CC&Rs:

Middle: Harrisburg

Prop Type: COM/IND

6:22:02 PM

GENERAL INFORMATION

Lot Size: 10K-14,999SF

Acres: 0.26

Lot Dimensions: 165 x 69

Waterfront: /

Body Water:

Availability: SALE

Perc Test: /

RdFrntg: Y

Rd Surf: PAVEDRD

Seller Disc:

View:

Soil Type/Class:

Lot Desc: CORNER

Topography: LEVEL

Present Use: RAWLAND

Soil Cond:

#Lots:

IMPROVEMENTS

Utilities: POWER, SEWER, WATER  
Existing Structures: N / NONE

REMARKS

XSt/Dir: HWY 99N E to S. 3RD Street and Kesling Street (SW corner).  
Public: Commercial zoned corner lot on main highway through welcoming city of Harrisburg.

FINANCIAL

PTax/Yr: \$328.82

Short Sale: N

Bank Owned/REO: N

HOA: N

Dues:

Other Dues:

HOA Incl:

List Date: 9/7/2016

COMPARABLE INFORMATION

Pend:	11/7/2016	DOM:	61	Sold:	11/28/2016	Terms:	CASH	O/Price:	\$45,000	Sold:	\$41,000
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SCHOOL AVAILABILITY SUBJECT TO CHANGE.





**Presented by:** David Smid  
 RE/MAX Integrity  
**Phone:** 541-984-5415 **E-mail:** [david.smid@remax.net](mailto:david.smid@remax.net)  
**LOTS AND LAND** **Status:** SLD **3/22/2017** **6:22:02 PM**  
**ML#:** 10010917 **Area:** 236 **List Price:** \$65,000  
**Address:** W. Broadway ST **Unit/Lot #:**  
**City:** Veneta **Zip:** 97487  
**Additional Parcels:** Y/  
**Map Coord:** 66/B/1 **Zoning:** C/C  
**County:** Lane **Tax ID:** 520989  
**Subdivision:**  
**Manufs Okay:** N **CC&Rs:** N  
**Elem:** Veneta **Middle:**  
**High:** Elmira **Prop Type:** COM/IND  
**Legal:** Lot 2 and the E.27.5 ft of lots 3 and 6, Block 4 Plat of Veneta, & portion of  
 vacated alley on the East

**GENERAL INFORMATION**

<b>Lot Size:</b> 10K-14,999SF	<b>Acres:</b> 0.23	<b>Lot Dimensions:</b>	
<b>Waterfront:</b> /	<b>Body Water:</b>	<b>Availability:</b> SALE	<b>#Lots:</b> :
<b>Perc Test:</b> N /	<b>RdFmgt:</b>	<b>Rd Surf:</b>	
<b>Seller Disc:</b>	<b>View:</b> TERRITR	<b>Soil Type/Class:</b>	
<b>Lot Desc:</b>		<b>Present Use:</b> RAWLAND	
<b>Topography:</b> LEVEL			
<b>Soil Cond:</b> NATIVE			

**IMPROVEMENTS**

**Utilities:** SWR-AVL, WAT-AVL  
**Existing Structures:** N /

**REMARKS**

**XSt/Dir:** 126 to territorial rt. to w. Broadway, between 4th and 5th on N. side  
**Public:**

**FINANCIAL**

<b>PTax/Yr:</b> \$370.00	<b>Short Sale:</b> N	<b>Bank Owned/REO:</b> N
<b>HOA:</b> Dues:	<b>Other Dues:</b>	
<b>HOA Incl:</b>		
<b>List Date</b> 2/8/2010		

**COMPARABLE INFORMATION**

<b>Pend:</b> 12/20/2016	<b>DOM:</b> 2507	<b>Sold:</b> 3/15/2017	<b>Terms:</b> CASH	<b>O/Price:</b> \$45,000	<b>Sold:</b> \$42,500
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SCHOOL AVAILABILITY SUBJECT TO CHANGE.

