



Harrisburg City Council Minutes June 14, 2017

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 Duncan. Also present were as follows:

- Mike Caughey
- Kimberly Downey
- Robert Boese
- John Loshbaugh
- Adam Keaton
- Sarah Puls
- City Administrator Brian Latta
- City Recorder Asst. City Administrator Michele Eldridge
- Public Works Director Chuck Scholz
- Finance Officer Tim Gaines

Concerned Citizens in the Audience: All present were for items on the agenda.

Consent List Approval

- Puls **motioned to approve the consent list, and was seconded** by Loshbaugh. **The City Council then voted unanimously to approve the consent list.**

The matter of a Discussion with a Member of the Linn County Sheriff's Office.

Deputies Report: Deputy Andy Franklin was here this evening, and went into an in-depth review of the report present in the Council Appendix. He went into detail for some of the issues that he knew City Council would be concerned about. He noted that as Sergeant Klein has explained in the past, the report is still in the process of changing.

- Caughey was really happy to see the increased detail that was shown later in the month. He does have a problem with the face sheet of the report, because he counted 11 citations, not 19, and 20 warnings, not 30. He counted 131 incidents and complaints, but 152 are what were reported. He thought that perhaps either some of the accounts were missing from the report, or that something was counted twice. It disturbed him to see that difference.

- Deputy Franklin told him that it was probably people that were cited for more than one thing. They were still working on how to input information so that it shows correctly on the public report.
- Caughey thought that was reasonable. He appreciated the verbal report, because some of the crimes were disturbing without them. His comments made everything more understandable.
- Boese added that he thought it was a great report, compared to what they normally get. Deputy Franklin gave us detail on the ones that we were concerned about.
- Keaton noted that he could tell from the report that there is more than what is showing. It can be confusing when there are mixed citations on people; he assumed that there was missing information on the top half of each public narrative. He asked a question about the report from May 28, 2017, at 8:03pm. Did they run into very many false reports from people?
- Deputy Franklin told him sometimes people use the sheriff's department as a way to get back at other people. They investigated further and determined that the car engine was cold, and likely hadn't been used.

The City Council thanked Deputy Franklin for his report; he commented that he would report back to Sergeant Klein about how the verbal report was received.

The matter of Approving Resolution No 1160, **"A RESOLUTION AMENDING THE JOB DESCRIPTION FOR THE FINANCE OFFICER, MUNICIPAL COURT CLERK/UTILITY BILLING SUPERVISOR, UTILITY BILLING I AND II POSITIONS, AND PUBLIC WORKS UTILITY I, II, III POSITIONS"**

STAFF REPORT: Eldridge stated that due to a small reorganization of City Hall, Lori Ross had recently been promoted to the new position of Municipal Court Clerk/Utility Billing Supervisor. Therefore, the other positions had also been altered. The city is in the process of hiring a part-time utility billing I employee.

- Downey added that the job descriptions had been approved by the Personnel Committee. She then **motioned to approve Resolution No. 1160 "A RESOLUTION AMENDING THE JOB DESCRIPTION FOR THE FINANCE OFFICER, MUNICIPAL COURT CLERK/UTILITY BILLING SUPERVISOR, UTILITY BILLING I AND II POSITIONS, AND PUBLIC WORKS UTILITY I, II, III POSITIONS."** Caughey **seconded the motion, and the City Council voted unanimously to approve Resolution No. 1160, and thereby approving the job descriptions as presented.**

The matter of Considering a Revised Employee Wage Scale and Approving Resolution No. 1161, **"A RESOLUTION ESTABLISHING A WAGE SCALE FOR CITY EMPLOYEES"**

STAFF REPORT: Latta said that Rick Nelson is the soldier who came in for the meeting tonight. We had a study done by LGPI, which is a company that works on Personnel Issues. After we received the report, Tim Gaines then went through and adjusted the wages and study based upon insurance benefits. We brought the salary survey results to the Personnel Committee, and they agreed to bring up the current wage scale to match the max line on the survey. That brings us in line to the average of the other cities. Once we adjusted the step 8 scale for the jobs affected, we worked back down the line on the wage scale.

- Puls asked how often we were doing wage surveys.
- Caughey said that they need to discuss that in the Personnel Committee.
- Latta agreed, and said we are discussing it. 3 to 5 years is when most places do the study. There's a little bit of difference on the committee, which we are resolving. He added that regular checking on wages is worthwhile.
- Keaton asked how expensive it was for the wage study.
- Latta said that it was a higher amount, over \$3,500 when it started, but the amount has come steadily down, because the company made a few mistakes.
- Eldridge thought it ended up being around \$2,800.
- Latta added that we will decide in the Personnel Committee how often we have wage studies, and we'll create a policy which will come to the City Council, that will give direction to us.
- Mayor Duncan asked if we had the funds for paying for the survey.
- Gaines said we did, and we split it out between funds as well.
- Mayor Duncan said it would probably be a good idea to start a reserve fund for wage surveys in the future.
- Downey said that it's a lot more than what we used to pay in the past.
- Keaton said yes, but when you compare \$3,000 to the total amount of adjustment, it's not much.
- Latta thought that if we have another wage study in three years, it should find us in better shape compared to other cities. The cost of living increases that we gave over the years helped with that.
- Eldridge added that she had been researching whether other cities had policies in relation to how often they should do a wage study, but that she hadn't found any so far. A lot of cities have unions, and most of those are on three-year schedules.
- **Downey motioned to approve Resolution No. 1161, "A RESOLUTION ESTABLISHING A WAGE SCALE FOR CITY EMPLOYEES". She was seconded by both Puls and Caughey at the same time. The City Council then voted unanimously to approve Resolution No. 1161, and thereby altering the City's wage scale to match the changes recommended within the wage study.**

The matter of Approving Resolution No. 1162, "A RESOLUTION EXTENDING THE CITY OF HARRISBURG'S WORKER'S COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF HARRISBURG FOR THE POLICY YEAR 2017-2018"

STAFF REPORT: Eldridge told the Council that this is an annual resolution that covers our volunteers with workers compensation. The City has determined that it's helpful to offer it, both for doing the right thing, but also in order to hopefully avoid litigation from a volunteer being hurt while volunteering with the City.

- **Downey motioned to approve Resolution No. 1162, "A RESOLUTION EXTENDING THE CITY OF HARRISBURG'S WORKER'S COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF HARRISBURG FOR THE POLICY YEAR 2017-2018." She was seconded by Caughey, and the City Council voted unanimously to approve Resolution No. 1162, and thereby extending workers compensation insurance coverage towards City volunteers.**

The matter of Considering Weekly Organics Collection by Republic Services

Staff Report: Latta hadn't had this issue come up in the past, but a citizen asked for this service, and he thought it would be worth asking. Unfortunately, if we elect for this service to be added once a week, then there is an increase in cost, and it applies to all citizens in the City limits. The weekly collection includes composted materials as well. Republic Services said that if we wanted to make this change, that it's a good time to do so. They don't have rates increasing this year. His recommendation is if you want this, that it impacts all citizens, so we should allow a period of time in which people can give some feedback about that through public hearings.

City Council asked if he'd heard from others in town, and Latta indicated that he had; maybe once a year. If they decided to not allow this service, then a customer can just pay an additional \$8 a month for another bin. Puls said that she tried that a few years ago, and they wouldn't do it for her; Keaton added that he keeps his compost heap in the back yard. Latta said that it didn't make sense to charge everyone for a service that only a few people wanted. He said that we could send a survey to the public, if they'd like. Puls liked that idea. Caughey added that he brought it up when they moved here. It's a good idea, because it cuts down on trash going into the landfill. He does see a lot of yard waste containers looking really full during the summertime. Puls and Keaton both felt that a survey should be done to see what people think.

Mayor Duncan asked if we would need to spend money on the survey, but was reminded by Latta that we had almost a year left on the survey service he is using. Other Councilors were also in favor of finding out what the citizens would like to see. Downey said that she wouldn't be a fan of spending more money on a service that she doesn't need. She liked the idea of ala carte types of services instead. *Council Consensus was to return in 3 weeks or so to go over the results of the survey.*

The matter of Investigating the Concept of a Community Library Supporting both City and School Operations.

Staff Report: Latta said that there are no details for this subject. Bryan Starr, the School District Superintendent had come to him, and told him that the school board was looking at different projects for the upcoming bond effort next year. One is replacing the elementary and junior high schools with a new building. Starr wanted to know if perhaps either the school board or the City Council would be interested in a project doing something together. Starr will be asking the School Board the same question that he is asking Council tonight. He said that the Library Guild does have some comments that they've provided tonight, after seeing the topic on the agenda. (Please see Addendum No. 1) One of their comments was whether this had been tried in Oregon in other locations, and it has. The Oregon Library Association has put information on their website about it. It gives 5 different examples, plus, it gives IGA templates. He doesn't think we will delve into this tonight, as it's obvious that there are a lot of issues on this subject. But it is an interesting concept, especially if it can provide savings to us as a whole.

Keaton thought it sounded like a cool idea in terms of funding. It does get the Library to where the kids are as well. Mayor Duncan however, said that he'd be concerned about the community having access to the Library during the day with security for the kids. It would have to be evenings and weekends. Latta said we would definitely need an IGA, and we do have examples for those. Downey was concerned about adult reading material where kids are; however Puls noted that a library has sections for kids, teens and adults; she didn't really see

any difference. Keaton also had issues with books that had graphic violence in adult fantasy series, but Puls responded that any public library will also have that. Latta reminded everyone that the kids would likely be under the supervision of the teachers, so there would be less chance of that happening.

Latta asked if Council wanted to investigate this issue; Mayor Duncan, and Downey both said yes, but Caughey said no. Downey added that she liked the savings in cost to the tax payers, but there are a lot of issues to address. Latta said that the school board already voted to explore the subject further. *City Council consensus was to go ahead and investigate this issue.*

The matter of Reviewing the City's 2nd and 3rd Quarter Financial Report Documents

Staff Report: Gaines said that he's been working on developing a new format that is easier to read. He set it up like the budget, There's a new tool he has the use of, and it pops in the numbers for you.

Caughey remarked that it was way easier to read, and Mayor Duncan liked it. Keaton agreed that it made sense to him. Downey asked if she had a question on an amount, can we still contact him about those, and Gaines told her yes, of course. He added that he did bring detail with him, so if anyone has questions, they can be answered. There were no questions in regards to the material.

- Caughey **motioned to approve the 2nd and 3rd Quarter Financial Reports for FY 2016-2017, and was seconded** by Puls. **The City Council then voted unanimously to approve the 2nd and 3rd Quarter reports for the current fiscal year.**

The matter of Updating the Status of the Verizon and NW Natural Gas Franchise Agreements.

Staff Report: Gaines said that we've been dealing with Verizon for a while, and they are being difficult in this matter. He had been working with one person, and had a possible agreement that they thought was fair. The old agreement had an escalation in fees, and they looked at other models. They went for a static number, that is a little less than what Verizon is paying now. That contact though, thought they were still paying more than what they were supposed to be, but Gaines told them no, it wasn't. He'd call them back, and then he'd get a new person, and start over again. Then they started talking about the right-of-way, and now our attorney is involved.

Latta said that our current agreement expired in 2012; however, they continue to pay us escalated payments. They are paying us more money right now, than what we were suggesting. Keaton said that we could always go with the maximum.... Mayor Duncan asked if this was anything like the railroad. If you don't have an agreement, then they don't answer the phone. Gaines said that this Verizon person he suspects will try to say that they don't serve Harrisburg, and therefore Verizon doesn't have to pay franchise fees. Downey was concerned about how much attorney fees would be for this issue, but Gaines said that we just started last week. We were dealing with a lot of language that really needs an attorney to look at it. Downey said that was fine, but we need to know if it's going to start costing us too much. Latta added that our attorney answers questions, and doesn't necessarily charge us for every one of them. We have a great attorney, who wants to stay our attorney.

Caughey asked where the right-of-way was for Verizon's underground facilities. Did they run along 4th St? Gaines told him he believed so, on the east side of the railroad line on

4th. Loshbaugh said that they have fiber optics now too. When they added it, they didn't bore; they trenched. Gaines said that he would like to get direction from Council on whether he should keep going at this point. Caughey said that the last offer we gave them had big savings; he's not sure why they didn't take it. Our attorney said that we were getting more than other cities, so they might want to scale it back. Latta said though, to remember that's where we are now, not five years ago. Gaines said that if it gets too high, we'll enter into litigation. We want to try not to lose any revenue. Keaton said 5 years beyond the date on the franchise agreement is not working for us. Latta told him that if it goes too long, we'll bring them something by and tell them sign here, and we are starting over. There's really no good reason for them to not agree on it. Caughey asked where we were on NW Natural Gas franchise agreement, and was told by Gaines that he had just started working on it; and they seemed to be more agreeable. He'll keep you apprised. Caughey said good; that one is only 3 years out of date.

The matter of Considering a Recommended Bonus for Patsy VanLeeuwen

STAFF REPORT: Latta said that this past year, that Patsy has been working as our court clerk, on top of her other job duties. She's done a really good job of that, in learning the systems. She's really been thrown in the fire with that. Gaines has done a lot on the court stuff behind the scene, with the migration from one system to another, and the others have had extra work to do as well. Patsy has taken on the lion's share of work, so we are recommending that she be awarded a \$1,500 one-time bonus. He did invite Patsy to the meeting, but she declined to come tonight.

- Caughey **motioned to recognize Patsy VanLeeuwen for her contributions to the City, by Serving in the capacity of Municipal Court Clerk, and Awarding her a One-Time Bonus of \$1,500. He was seconded** by Downey, and the **City Council voted unanimously to approve the issuance of a \$1,500 bonus for Patsy VanLeeuwen.**

Others:

National Night Out

- Latta told the City Council that Neighborhood Watch and the deputies did this every year; it's an event that is held across the nation. It occurs on the first Tuesday in August. That happens to be a concert night for us. He thought it would be nice to hold the barbeque here for that, and to provide the food.
- Puls however, who works for Lane County in Environmental Health Services, said that unfortunately, they can't allow the public to partake in the barbeque due to food laws. Once you allow the public to partake, then a permit is required.
- Keaton thought a private organization could rent a public facility.
- Puls said that's if it's a private event.
- Latta thought that we could have a potluck, if the City provides the hamburgers and hotdogs.
- Puls pointed out that you can't do the side dishes. Those would need to be purchased.
- Downey thought that perhaps they could rent part of the park and do their own thing.
- Scholz told her unfortunately, there is no longer a barbeque in the park.

- Latta said that we can make an exception to our own rules, but he'll think about what we can do. We'll have a National Night Out, whether or not there is a barbeque.
- Puls said that you can do that, but remember that you can't bring food from home to share.

National League of Cities – Service Line Warranty Program

- Latta said that he had received this flyer (Please see Addendum No. 2) that allows customers to subscribe for insurance to do service line repairs. Did Council want him to obtain more information about the program?
- Scholz and Nelson both had not heard of this program.
- Latta said that it's not for the public lines; it's a subscription for home owners for their lines running from the street to the house. If someone had a break in a water line, they could call this service if they had the insurance.
- Downey asked how often we have that happen.
- Latta told her that unfortunately, we don't know; for repairs, they don't have to tell us as it doesn't require a permit.
- Caughey asked if there was any indication on the cost of this service.
- Latta didn't know; that would be part of the information he would need to obtain.
- Keaton said then, that it's just an insurance policy.
- Latta said that on this one, he's not inclined to contact them about this.
- *Council consensus was to not look into the program.*

4th of July Concerns

- Latta said that Boese had brought some issues to our attention in regards to the 4th of July.
- Boese said that he had been approached by citizens who were in the parade last year. They were on the tracks, when a train was coming; nobody was there to tell them that there was a problem. They thought they were going to die, and it shook them up pretty good. He spoke with them again recently, and they wanted to make sure that if they were in the parade again, that this was taken care of.
- Keaton said what do you mean that they were almost run over?
- Latta said that the lift arm came down on top of their float, and they had to have the arm lifted to proceed. Nobody was injured, thankfully. What happened there is in the HFEA, the person with that responsibility handed it off to another person, and that person handled filling the slot differently. He said that the HFEA will be designating responsible individuals with that responsibility. He knows that you can let the railroad know months in advance about a parade, and the timeframes of the parade. In our case, that's 11:00 to 12:30.
- Downey said that she had been told that there was an individual assigned there, but that they weren't capable of realizing what could happen there.
- Latta said it's really incumbent that a train might come, and it does happen.
- Puls said that somebody shouldn't stop on tracks. This is a normal thing for people when they are following someone else; you don't stop on tracks!

- Boese said that in the parade, you forget about the tracks. You wouldn't think a fast train would be coming through.
- Keaton added though, that people in the parade aren't used to driving long vehicles.
- Latta said that we can talk about it all night long. He was told that they can stop the trains. It's not the City; it's our insurance company who is responsible. The best we can do is to require people to be posted at the tracks, and trust them. The trains are contacting them, and they say that it's going to be stopped.
- Puls said that we need to educate parade participant's that you don't stop on the tracks.
- Latta said that we are all human, and people make mistakes.
- Boese said he would hate to see that happen. He doesn't want to see that.
- Latta agreed, and said that we will minimize the danger as much as we can. We don't want to stop the parade.
- Boese said that he had also wanted to see certain people in as grand marshals'; he had a couple of people in mind.
- Latta told him that again, that is not a decision that the City makes. They are open to input, but this year's decision has already been made.
- Eldridge added that if you have someone in mind, please let us know in February. It's in those months that we tend to choose the next grand marshal. We're happy to take names in consideration. They keep lists of who should be recognized.
- Latta remarked that the Community Clean Up will be on the 24th this month; he's sending out a newsletter tomorrow. He then added that the 5-year abatement for property taxes for Hot Tech Industries had been approved by both Junction City and Linn County.

Old City Hall Remodel

- Latta said that he had Chuck Scholz walk through the old City Hall with a structural engineer from Branch to make a quick initial assessment. The exterior walls of the building are going to be really difficult to remove, because they are not reinforced. He said that if you put in openings, then generally, you end up being required to reinforce the walls. He had lots of ideas that made sense. Do you want staff to hire someone to come in and come up with some ideas for how we can modify the building knowing those limitations?
- Loshbaugh thought it was a good idea.
- Keaton thought you could add a structure on the outside then.
- Latta said that would be best on the south side. That's a separate structure, that's not tied to the other building. From the inside, it looks like a thick wall. His thoughts were that you can't open it, but you could drop down existing windows to make a door, and you could put in Judge's chambers, or you can also open the wall between the auditorium and the substation, and can expand there. He thinks we can make a good argument on the interior walls, because the structural engineer thought they weren't load bearing, but instead provided lateral strength. We could probably convince a building official that they don't need to be there. We had also previously talked about cutting openings in the library wall, which would prove difficult again, because if you change

more than 5% of the wall, then it would need to be reinforced. That's not what we had envisioned. So on the north side of the building, it could be worked with, and could create an L shape. You really can't change the exterior wall.

- Keaton asked if that is 5% of surface area, or linear?
- Latta said he thought it was surface area. It's a challenge, and some things could make the project really expensive, really fast. He asked if we wanted someone to come in to see what we could do with it.
- Keaton said yeah, if we could change some of the walls in the interior, it might help.
- *The City Council consensus was to have the City hire someone who can come in and tell us what changes we can make that would be useful, with the limitations in mind.*

Water Study and Bond

- Latta reminded Council that we had talked about going out for a water bond in the fall; if we want to do that, then we need to think seriously about how we are going to educate the public, and outline the steps for what we need to do. We need to think about what part of the water study we think we want to accomplish, such as the distribution system, or filtrations system. We need to get a number together for those costs, and schedule some town hall meetings, and public education pieces. Once we have it on the ballot, staff will no longer be able to contribute anything. Therefore, we need to prepare for it now. He will send out emails to everyone with his thoughts, and will bring it back at the end of the month.

The City Council then adjourned to start the HRA Board meeting, with a recess of five minutes in between meetings, at the hour of 7:50 PM.

Mayor

City Recorder



We haven't had a chance to hold a board meeting this week, (our normal meeting night is tomorrow night) so the following are HLG Board comments from the Harrisburg Library Guild in relation to the proposition of shared library resources:

- No; we don't want to go there!
- Too much red tape
- It makes sense to share resources; from a pragmatic viewpoint does it make sense to have multiple libraries with multiple overhead in a town this size.
- When looking at the size of a Library in comparison to the population, OLA does not count a school library. That's generally because a citizen of the community is not allowed to use a school library, unless they are also a student.
- With all of the safeguards needed for schools now, we don't know how it would reflect on a shared building. How would that apply to a citizen needing services?
- Could reasonable collaboration be formed by the parties for cost sharing?
- Where does the community win?
- What are potential up or downsides in services that patrons or students would experience.
- Has any other City done this in conjunction with a school in Oregon?
- Whose policies would prevail?
- Is there any chance of censorship for the school portion of the Library? We strongly believe in First Amendment rights.

NLC Service Line Warranty Program

WHY SHOULD OUR CITY offer this program?



Because aging infrastructure impacts private lines, too.

Nationwide a water main breaks every two minutes. The same elements that cause those failures also exist on your residents' private lines: age of lines, deteriorating pipe material, freezing and thawing, ground shifting.*

This program provides an optional — proactive — solution to a problem that is bound to strike your residents at some point in time.



Homeowners believe service line repairs are the city's responsibility.

When private service lines break or leak, many homeowners call the city first and are often surprised – and frustrated – to learn that the city can't help.

Educational marketing about homeowners' responsibility for service lines is a key component of the program.



An unexpected repair expense can be hard on a budget – and peace of mind.

Studies show that most Americans do not have enough savings to cover an emergency repair cost that could be from hundreds to as much as \$3,500 or more. In addition, many can be overwhelmed by having to find a trustworthy contractor.

The program provides affordable repair plans backed by vetted, local area contractors, keeping dollars in the local economy.

* 2016 survey conducted by the Associated Press-NORC Center for Public Affairs Research

WHY CHOOSE

to partner with the

NLC Service Line Warranty Program?



- ▲ At no cost to the city, the Program offers affordable protection for in-home plumbing and external water and sewer lines that will cover the cost of repairing leaks, breaks and clogs.
- ▲ The program features generous coverage amounts, and there is never a service fee or deductible. There are no annual or lifetime limits — just peace of mind for the homeowner.
- ▲ Contractors dispatched to the homeowner's residence undergo a rigorous background check before being accepted into the network.
- ▲ Contractors are local to the community to help keep money in the local economy.

RECOGNITION & ACKNOWLEDGEMENTS



- ▲ Maintained a customer satisfaction rating of greater than **95%** for more than a decade.
- ▲ **9 of 10** surveyed customers have recommended the program to friends, family and neighbors.
- ▲ Over **97%** of submitted claims are approved.
- ▲ 2014 **Pennsylvania Municipal League** Business/Community Partnership Award recipient.
- ▲ 2013 winner of the Western Pennsylvania **Better Business Bureau** Torch Award for Marketplace Ethics.



**BBB Torch Award for
Marketplace Ethics**
Trust • Performance • Integrity
2013 Winner
Western Pennsylvania Better Business Bureau®



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