



## Harrisburg City Council Minutes July 26, 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 Robert Duncan. Also present were as follows:

- Kimberly Downey
- Mike Caughey
- Sarah Puls
- John Loshbaugh
- Adam Keaton
- City Administrator Brian Latta
- City Recorder/Asst. City Administrator Michele Eldridge
- Finance Officer Tim Gaines

Absent this evening was Councilor Robert Boese.

Concerned Citizens in the Audience: All present were here for items on the agenda, or as a general observer, except for the following.

Chuck Cook, 94567 Hwy 99E, Lancaster, proclaimed himself as the Honorary Mayor of Lancaster, and is an honorary citizen of the City of Harrisburg, and was present to thank the City Council for their support for the 4<sup>th</sup> of July. It was another great parade; and he thought that there must have been another 1,000 or 1,500 people present. This time, we had people lining both sides of the road for most of the distance on LaSalle St. Chairs were going up earlier too. He can't say enough about the City employees, and the members of this community who put money towards having such a great 4<sup>th</sup> of July.

- Keaton asked if he had any concerns expressed to the HFEA for the parade this year.
- Cook said that in response to issues we had last year, we had two different couples who were responsible for watching the intersections with UPRR this year. We call in several months in advance in order to register for the parade, and then we call again on the day off the parade. The slower line generally doesn't run on a holiday. This year, they had an emergency, and called him during the parade, at the very beginning. Dispatch told him that they had 4 engines coming through, so we could prepare for them. We also had issues with people who were throwing candy. That's how the one child was injured in Bend....the people driving the big floats can't see the kids. It doesn't help that some of the parent aren't being vigilant. Next year, we'd like to ask people to move the chairs

back a little bit, so kids can sit on the curb. We also had an issue because we had to move the fireworks back from the river. We were really visible from the highway, and we ran into the problem of having too many people stopping on the side of Hwy 99E so that they could watch the fireworks. Traffic was backed up past Lancaster because of that.

- Mayor Duncan and Caughey (as well as the rest of the Council) thanked Chuck Cook, and the HFEA for the work that goes into the celebration.
- Tim Walter, 445 N. 7<sup>th</sup> St., said that he wanted to say thank you to Michele, and those on the committee for having a neat addition. This year, we sang the national anthem, and had a flag ceremony along with the pledge of allegiance. Some of the singers during the day got offset a little, so it was later than what we had planned originally. As a professional musician, and music teacher, he'd like the City to consider the addition of LED's to the gazebo ceiling. He'd be happy to lead a committee to look into that. When we run into a late night like that one was, it would help immensely to be able to see band members. If you aren't near the stage, everyone's face is in the shadows.

#### The matter of Approving the Consent List

- Puls **motioned to approve the consent list, and was seconded** by Loshbaugh. The **City Council then voted unanimously to approve the Consent List. The approval of the consent list approved the following:**
  - **Payment of the June 2017 bills.**
  - **Minutes of June 14, June 28 and June 29, 2017.**
  - **Information in Relation to a Capital Outlay Purchase for a new Pickup Truck.**

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

**City Recorder's Note:** This is a holding spot for whoever is in town representing the Linn County Sheriff's Office. Unfortunately, none of the deputies were able to join us this evening.

#### The matter of Approving Resolution No. 1169, "**A RESOLUTION ESTABLISHING COUNCIL POLICY 17-3.02 MUNICIPAL COURT ORDERS**"

**Staff Report:** Latta said that what you see here are established court orders, which have been drafted by the judge and court staff, on how to officially operate the court. In here, you'll find the establishment of a violations bureau. That's helpful for when we take on traffic; Lori as the court clerk, will be able to issue fines. These have been reviewed by the Municipal Court Judge. Caughey had pointed out some changes as far as grammar, and spelling errors. The forms came from Sweet Home, and were converted from a PDF to a Word document. We have already corrected these mistakes on the forms that will be signed.

- Caughey **motioned to Approve Resolution No. 1169, "A RESOLUTION ESTABLISHING COUNCIL POLICY 17-3.02 MUNICIPAL COURT ORDERS", with the aforementioned corrections.** Loshbaugh **motioned to approve Resolution No. 1169, and the City Council voted unanimously to approve Council Policy No. 17-3.02 and Municipal Court Orders for running the Harrisburg Municipal Court.**

The matter of Modifying a Council Decision from Delaying an Annexation to Deferring System Development Charges.

**Staff Report:** Latta said that a few months ago, Mr. Walter came to Council along with Joe Russin. He was looking for a delay on annexation, because the purchase of the property triggered that annexation to take place. The City Council said we could table the SDC's and connection requirements, because there was an older person living there who would be displaced if the home needed to be brought down, and he also was basing it upon when he felt his project for a senior home development on that property would be able to go through plan review. Because the property is sold, that triggers the annexation, and Walters realized that we can't halt the annexation portion of it. We have to rectify now how to defer the SDC's and connection charges. The ordinance clauses he's included in the agenda bill gives Council the flexibility to waive, or defer the connection charges. You are also able to do that with the SDC's. He is recommending a motion to allow Mr. Walter to get what was approved previously, but in just a little different manner that what was done before. We can't delay the annexation, but he would recommend that you still use the March 1, 2019 deadline, or the approval for the senior housing is obtained.

- Tim Walter would recommend one modification to the motion. He would like to add the words interest free to the motion. He doesn't want to come back a year and a half from now, and then be charged interest. He would also ask that the March 1, 2019, date be changed by striking the deadline, or extending for another year. That would give him a full two years to get the project done. There have been a lot of delays up to this point, and he's worried that he couldn't meet his obligations if the decision goes longer than desired. He did want to let the City Council know that the lady, who is a tenant on this property, is still there. She's signed a lease, and hasn't been displaced.
- Downey asked if she was ok with that.
- Walter told her that she is as happy as a clam. They've cleaned up the place; you would be shocked to see the improvement on the property already.
- Puls thought it was ok to leave the date in there.
- Mayor Duncan asked about why there wasn't an interest rate?
- Latta said that with Mr. Russin's situation, we had a payment schedule for him to pay his SDC's. We are not proposing a payment schedule here. SDC's were never done, so there is no interest to add. If it makes Walter's happy, you can add in the words interest free.
- Keaton asked if the SDC's are based upon the property being developed.
- Latta told him correct. SDC's are based upon development that is present. You are deferring the water and sewer connection as well.
- Walter's said that there is a lot of money that will be tied into each dwelling unit, and it's a huge amount. That's why he is asking for the deferral.
- Latta said that you can motion to defer the SDC's without interest.
- Mayor Duncan asked if that causes a problem or not?
- Latta told him no. You have the ability as a Council to defer SDC's, and the connections as well. You are acting within your authority to make those decisions.

- Puls then motioned to defer the payment of System Development Charges with no interest, and utility connections for the single family dwelling unit on Tax Lot 200 of Linn County Assessor's Map 15S04W10CA until March 1, 2020, or until the applicant receives land use approval for the senior housing development, whichever comes first. She was seconded by Caughey, and the City Council voted unanimously to defer the SDC's and connection requirements for this tax lot, with the requirements to kick in on March 1, 2020, or whenever Walter's receives land use approval for the senior housing development, whichever comes first.

The matter of Discussing Survey Results for the Weekly Organics Program Proposed by Republic Services

**Staff Report:** Latta said that he was pleased with the responses we received, especially when we didn't do a lot of advertising. This survey was done electronically; the results are in the agenda bill. He reiterated the information as presented in the agenda bill. He felt that there was an overwhelming negative response to this program; his recommendation is to not proceed with this program.

- Keaton remarked that it would make sense if 75% of those who were polled said that they wanted it.
- Puls didn't know that you could ask for and pay for another unit before now.
- *Consensus from Council was to agree with Latta, and to not pursue the Weekly Organics Program from Republic Services.*

The matter of Reviewing the Transit Survey Results – Part II

**Staff Report:** Latta showed the City Council the results of the survey on-line. He asked specifically if people needed ADA accommodation, because we need to know whether or not we will need to modify the vehicle, if we decide to move forward. Most people drive their own car, but ten people use a friend to help drive them around.

- Downey said that the results of the survey tells her that we do need this program.
- Keaton asked how many kids had responded. If they need to bring bikes, then we might need to modify the vehicle for that.
- Latta continued, saying that he wanted to get a sense of whether people would want to use transit more for community purposes, or whether it was for recreation, or shopping. On the days of the week, Friday is the date that most respondents would prefer to use a transit system. The time of 12:00pm to 4:00pm was the most popular timeframe for the transit service, and 9:00am to 12:00pm was the next. He felt that they wanted it not so much for work, but for personal uses. Most would be willing to use the system 1 to 5 times a week. Some people who took the survey did say that they would never use it, and don't want a transit system. Finally, most people wanted to use the system to reach Eugene and Junction City, which Albany falling in there as well.

Mayor Duncan said that really, the people who are most interested in a transit system are those who would respond to the survey. He asked if they knew where the nearest bus stop to Harrisburg was. Latta said that right now, there are no bus stops that he knows of that are south of Hwy 34. Keaton thought that there was one somewhere, but he couldn't think of where

it is. Latta continued, and said that most people were willing to pay between \$1 and \$3 for the use of a transit system. He thought \$3 would be the better rate to go with. He reminded City Council that the Linn County Transit Advisory Committee has extra buses, which they provided to Sweet Home. One of them is underused, and they were willing to allow us to use that. Even if Harrisburg used it, they would still be maintaining it. He thinks operationally, we would need to determine if we wanted to hire an employee, or if we wanted to have a volunteer run it, plus what routes would we create. He thinks that the results of the survey show that people are interested. He was hoping for more responses than this. It wasn't overwhelming.

Downey would like to try this program. She wondered if maybe we could get any school bus drivers to volunteer to drive it. Downey also asked what our liability would be. Latta said that there would be stuff we would need to figure out with the county. His contact told him that Linn County owns and maintains the busses. They have cart blanche on modifications and use. We would enter into an IGA with the County. For tonight's purposes; he wanted to show the results, and then ask if we want to expend any time, effort and energy on this. Downey would like more information to make a decision. Puls added that she would like to know the costs of operation, and to know who covers the insurance. Latta said that he can get a copy of the IGA and the monthly operational costs. He'll bring it back to a future meeting.

The council then talked about Uber, and how it operates. Keaton said that it would be great if we could get volunteers to operate the transit system, but he wouldn't expect that. He'd like to know the actual cost to operate this, and suggested a pilot program; maybe operate it for two trips a day, and see how expensive it is to operate it. Downey liked the idea of having a pilot that for two times a week would go to Junction City. If we don't have much use from that, then never mind a transit program.

#### **Other:**

##### Water Bond Issue:

- Latta said that as Council knows, we are working on the refinancing of the bonds we have. He did send everyone the draft POS (Preliminary Official Statement); he thinks the comment period may have ended for that already. We aren't required to have City Council look at that document, but Bond Counsel wanted to make sure it was given. They've had other cities with councilors getting upset because they didn't get to see it. He was pleased with Tim Gaines performance in relation to these bonds; he's been doing a good job. We had a long phone call with the Standard and Poor's analysts. The refinanced bonds as well as the infrastructure bonds will be refinanced and funded at the end of August, he believed August 24<sup>th</sup> was the deadline. Gaines will sign on the 23<sup>rd</sup>, and we will get those on the 24<sup>th</sup>. The \$500,000 for the loans and grants program will go through a different process, because our Bond Counsel didn't feel we would get favorable rates selling it as a standard bond, because it's so small. He recommended we fund that with a bank loan. We will come to City Council with a resolution for that on September 13<sup>th</sup>, and it will be available on September 28<sup>th</sup>. The last bond we will deal with is the general obligation (GO) bond. That will be in front of the voters in the November general elections. Bond Counsel is preparing the documents we need. He'd

like to modify our meeting schedule, and thought about adding a meeting on August 16<sup>th</sup>, while removing the meeting on the 23<sup>rd</sup>. We need to provide the bond information to Michele as our Elections Clerk by the 18<sup>th</sup> of August. She has to publish the bond language in the newspaper for the challenge period. She has to take the final version to the County on September 6<sup>th</sup>. That's the point in which the City can no longer talk about the bond, or promote it. Bond Counsel plans on it being reviewed for a week, and then he will put it in the packet on the 9<sup>th</sup>, for the meeting on the 16<sup>th</sup>. Or, if Council would like, we could make it just one meeting.

City Council discussed it briefly, and decided that they would prefer to have one meeting in which we address everything for the month, including the GO bond language. However, Latta noted that he will be gone on the 16<sup>th</sup> on vacation for three weeks. Eldridge would need to run that meeting. Downey thought it was fine for her to do that, but she would prefer that Eldridge not have to take minutes too. Latta said that we could either have someone there, or we can have the audio tape running. He added that National Night Out is on the 1<sup>st</sup> of August. We typically have the BBQ for that at the BN Park. However, with the conflict with the concerts, we generally don't have many people there. He thought we should go ahead and merge them. So now, Neighborhood Watch will be down here, and the City has submitted a temporary restaurant license for the BBQ. The City will provide hot dogs and hamburgers, plus chips, soda, and water. We will invite the public to bring side dishes, which must be pre-packaged, and not opened. We will have great representation with the Neighborhood Watch, Fire District, School District, H.A.R.T. Community Center, the Harrisburg Library Guild, and others. That starts at 6:00. He encouraged them to be present. We will have a table with the water bond information, and we'll encourage people to sign up to help pass the bond, have a sign up for the distribution lists, etc., for future town hall meetings.

Latta asked how City Council would like us to get information out about the bonds. Downey said that isn't staff gone? Latta said that he'll be gone, but his other staff members will be here. If you have ideas, then his staff can work on those. Puls thought planned press releases would be good, maybe TV media coverage, etc., would be a good way to kick it off. Social Media was also emphasized. We can establish town halls or similar once or twice a month. Downey asked if the City could print flyers, and Latta told her yes, up to September 6<sup>th</sup>. We have to remove website references to the bond, because it's the City website, and our Facebook account is also City generated. However, City Council members could create a website or Facebook account for the Harrisburg Water Bond and you can push that out. He would recommend that they create it now, so they can get posts on the City page; we can share that until the 6<sup>th</sup>. We want to grow that quickly. Puls also suggested that they meet with the school board, and make presentations to the churches or other organizations. Caughey placed emphasis on timing, because we do need to get information out in time for ballots. The beginning of October was mentioned as a good date for targeting information.

Donna Duncan, in the audience asked about the water trailer. Would we be able to have it here soon? Latta said that he talked to Chuck about finding out how to get that here. He felt it was important to get it here. Once again, we can work on that, and give out information, but once September 6<sup>th</sup> hits, we won't be able to run it. Council hoped that perhaps they could find the trailer or get it here on the 1<sup>st</sup>. Latta said that we will try. But he had another caveat for

them too; they have to be super careful on how they talk about the water from the trailer. You can't say this is what our water will taste like; you'll have to say its representative of what your water would taste like.

Council then strategized about what kind of information we should be sharing. Mayor Duncan said that Mike's presentation at the meeting was really good, and Puls agreed that we should be doing some cost comparisons, like what Mike presented. Caughey said that we can simply list the life expectancy of appliances, and how much it costs to replace them. Another important thing to mention is that it's more expensive for the fire department as well, because they've had to replace some water units 3 or 4 times because of diminished capacity. Keaton thought that personal stories was something to share at town hall meetings. Council also spoke about some of the challenges that they have to deal with, such as one person who is ill-informed, and writes a letter to the editor in complaint. That kind of thing really undermines us.

Latta said that for social media, that night after the town hall, he came back and made sure all our documents are up to date. He went to Facebook, and linked it to the website. He liked the fact that we had about 100 people who clicked on the availability of documents, and shared it and/or liked it. He can modify the PowerPoint presentation however they'd like. Whatever we add however, would have to be run by Council once the September deadline hits. He suggested that Council members could share a personal story about the water, and place it on Facebook, or You Tube. A 30 second video clip works well. This whole thing will take a lot of effort, and we need to shoot out information as much as we can. You can contact the other cities that had poor water aesthetics, with similar issues as Harrisburg, such as Keizer, and Aumsville. You can ask them for a 30 second or 1 minute video on how the water being improved helped their City.

Puls liked the flyer that the City had handed out at the first meeting, but she thought it should be torn down, and have pictures added, etc. Caughey said that we should do water bill inserts while we still can. He suggested we get in touch with Edie about writing some articles for the newspaper. Latta suggested that Council write a letter to the editor as well. You can write an article, about 'my Harrisburg water experience'. You can say I am voting for this bond; it will cost more money, but it's worth it, and say why it's worth it. He said that we could have town hall meetings every other week. It's a lot, but it's doable. After the beginning of September, it will need to be Council who does that. Kay Barnett, in the audience, suggested that they make sure to hold town hall meetings on different date than Wednesday nights. Some people have longstanding commitments. Caughey asked how many people we had on email that the City sends information to. Eldridge told him the list is probably around 300 or so, if you could the Friday updates list, and the City Council distribution list.

Caughey was a fan of getting email contact information from people. He thought that was a great idea, especially in relation to emergency response situations. He thought subscriber services would be good to add. With that, you can do an Email Blast. If we want seniors too, we'll need to shoot for an earlier time for the meetings. Puls said we can also continue to mail information out. Latta said that we can push out information in a lot of different ways. We can improve our current procedures. Kay Barnett suggested that we have something on the home page of the website, like upcoming meetings, etc.

#### Crime Prevention Forum

- Downey said that part of what we are doing on National Night out, is to get to know our neighbors, and to talk about building neighborhoods. It's important to know what looks suspicious, and then report it. Once again, people have had vehicles' broken into, mostly because they left them unlocked. They had also met with Roger Nyquist, who spoke about the impact of the eclipse in our region. They did suggest that you get supplies beforehand. We will likely have fewer resources, and people should get gas and food ahead of time.
- Puls said that a lot of the stores will likely be affected to. Fred Meyers has let everyone know that there are no deliveries during that time frame.
- Downey said that someone on Neighborhood Watch in Sommerville Loop, will be handing out free popsicles on the evening of National Night Out, and another person has offered to grill for us.

#### Cascades West Council of Governments (CWCOG)/League of Oregon Cityies (LOC) Small Cities Meeting

- Latta said that CWCOG has put together a consortium on wetland issues over the last few years. He asked them if they wanted an elected official, or staff. They told him either was fine.
- City Council voted for Brian to be the representative on that.
- Latta also noted that the League of Oregon Cities, (LOC) is holding a meeting on August 11<sup>th</sup>, that the Mayor and other elected officials are welcome to attend. It will be held at the Picnic Pavilion. Usually, the Mayor will have something to say, and we'll mention something of interest, such as the water bond efforts. It will be at the museum on the 11<sup>th</sup> at 11:00am. He said that if you wish to go, then you'll need to RSVP with John Schmidt. The topic of that meeting is a legislative update.

**With no further business to discuss, the Mayor adjourned the City Council meeting at the hour of 8:15pm to hold the HRA Board meeting.**

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Mayor

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City Recorder/ACA