



Harrisburg City Council Minutes December 13, 2017

The Harrisburg City Council met on this date at the Harrisburg Justice Center, located at 354 Smith St., at the hour of 6:32pm. Presiding was Council President Mike Caughey. Also present were as follows:

- Kimberly Downey
- John Loshbaugh
- Adam Keaton
- Youth Advisor Sarah Isom
- City Administrator Brian Latta
- City Recorder/Asst. City Administrator Michele Eldridge
- Finance Officer Tim Gaines
- Public Works Foreman Rick Nelson
- Librarian Cheryl Spangler

Absent this evening were Mayor Robert Duncan, and Councilor's Sarah Puls, and Robert Boese.

Concerned citizen(s) in the audience. All present in the audience were interested in topics already on the agenda.

The matter of Approving the Consent List

- Loshbaugh **motioned to approve the Consent List, and was seconded** by Downey. **The City Council then voted unanimously to approve the Consent List. The motion for Approving the Consent List approved the following:**
 - **Payment of the November 2017 Bills**
 - **The Minutes of November 8, 2017**

The matter of a Discussion(s) with Other Agencies.

Linn County Sheriff's Office (LCSO) Report: Sergeant Greg Klein was here this evening, and went over the detail in the November 2017 report to Council. They had a few situations in the month that resolved themselves, such as a homeless individual who was sleeping in his car. They were able to talk him into going to a shelter; they believe he went to one of the shelters in Eugene. They also had their animal control officer helping a family who had what looked to be a dog kennel. They were helping to place most of the animals. He was also working with his deputies to insert more data into the report. He added that they had found the juvenile who wrote the 2nd bomb scare letter at the school, and they will be charged with disorderly conduct.

- Caughey said that he can see from the report that we have only 52 traffic hours. Our contract is for 75. He knows that we've been over the goal in some months, but he's a little concerned about that.
- Sergeant Klein said that we had addressed that at a previous meeting; those hours are a goal that they try to reach.
- Latta said that they are a contracted hours number that we expect, but we understand that it needs to be treated somewhat as a goal; one that you should be able to achieve. Our expectations are that if there is a higher number of calls or emergencies in a month, that we'll see it being lower than 75 hours, and that's fine. There have been only two months where we were given more than the contracted amount, and the rest are lower, which is a little concerning.
- Caughey had noticed some patrols at 6th & LaSalle St's, looking for people running stop signs.
- Sergeant Klein said that they also do that on Territorial & 7th, and down here at the main intersection in town. They will continue to focus on those areas.
- Caughey said that it really bothers him at the school, especially around dusk, when people are crossing the roads, and are wearing dark clothes. He also noted (after being reminded by Kay Barnett) that we had already talked about the patrol car at the bridge facing the roadway. It's been facing away from there for several weeks now.
- Sergeant Klein said that was a common practice, so that they can respond to emergencies faster. He will remind them to face the road there, which makes sense given the location. He added that Deputy Frambese had found some people sleeping overnight behind the brick Qwest building, in their vehicles. He made them move.
- Latta said that there have been some vehicles there, that looked like squatters. LCSO is checking with Qwest to make sure that they can be trespassed from the property.

The matter of Approving Ordinance No. 956 "AN ORDINANCE GRANTING A NON-EXCLUSIVE GAS UTILITY FRANCHISE TO NORTHWEST NATURAL GAS COMPANY, AND FIXING TERMS, CONDITIONS AND COMPENSATION OF SUCH FRANCHISE WITHIN THE CITY OF HARRISBURG, STATE OF OREGON, AND REPEALING ORDINANCE NO. 820"

Staff Report: Gaines said that this took way too long, but it was a smoother process with NW Natural Gas, then it was with Verizon. We updated the language, and one of the more important clauses that they added require them to apply for a free right-of-way permit, anytime that they need to work in our right-of-way. That way we can track what they are doing. We want to update all of our franchise agreements to allow that.

- Downey **motioned to approve Ordinance No. 956, "AN ORDINANCE GRANTING A NON-EXCLUSIVE GAS UTILITY FRANCHISE TO NORTHWEST NATURAL GAS COMPANY, AND FIXING TERMS, CONDITIONS AND COMPENSATION OF SUCH FRANCHISE WITHIN THE CITY OF HARRISBURG, STATE OF OREGON, AND REPEALING ORDINANCE NO. 820"**, and was **seconded** by Loshbaugh. The **City Council then voted unanimously to approve Ordinance No. 956, and thereby updating our NW Natural Gas Franchise Agreement.**

The matter of Discussing Policies that the City is Required to have in Order to use Community Development Block Grant (CDBG) Funds, and Approving Resolutions No.'s 1177, 1178, 1179 and 1180, and Approving Ordinance No. 957, "AN ORDINANCE REPEALING ORDINANCE NO. 528"

Staff Report: Latta said that at the last Council meeting, they had authorized staff to move forward with the CDBG grant in order to provide housing assistance for low-income households in the county. These are all policies we are required to comply with, in order to meet standards as set by federal laws. We would not be allowed to accept an awarded grant, unless we met

these standards. He then summarized the actions of each of the resolutions, as noted in the agenda bill. Finally, he pointed out that the policy we have on-line, in Ordinance No. 528, would be replaced with a resolution instead.

- Downey motioned to approve Resolution No. 1177, "A RESOLUTION ADOPTING A POLICY REGARDING NONDISCRIMINATION ON THE BASIS OF HANDICAPPED STATUS AND ESTABLISHING A GRIEVANCE PROCEDURE FOR COMPLAINTS OF ALLEGED DISCRIMINATION BASED UPON DISABILITY"; Resolution No. 1178, "A RESOLUTION ADOPTING A FAIR HOUSING POLICY"; Resolution No. 1179, "A RESOLUTION ADOPTING THE LIMITED ENGLISH PROFICIENCY POLICY AND LANGUAGE ACCESS PLAN"; Resolution No. 1180, "A RESOLUTION ADOPTING THE SECTION 3 PLAN TO COMPLY WITH 24 CFR, PART 135 OF THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT SECTION 3"; and finally a motion to approve Ordinance No. 957, "AN ORDINANCE REPEALING ORDINANCE NO. 528." She was seconded by Keaton, and the City Council voted unanimously to approve the policy resolutions, and repealing ordinance, in order to enable the CDBG grant to proceed for the Linn County Housing Rehabilitation Program.
- Liza Newcomb, from Willamette Neighborhood Housing Services, was in the audience, and thanked the Council for adopting these policies. It saves time, allows them to draw from the funds earlier, and actually gives them more points in the grant process.

The matter of Approving Resolution No. 1181, "A RESOLUTION ACCEPTING THE CANVASS OF ELECTION VOTES FROM THE NOVEMBER 7, 2017 SPECIAL ELECTION FOR THE CITY OF HARRISBURG MEASURE 22-169 WATER GENERAL OBLIGATION BOND AUTHORIZATION"

Staff Report: Eldridge told Council that this was the last step in the election process, in which City Council had to certify the election abstract. She would send this document to both the County, and to Bond Counsel. She thought it was rather apt that with the Mayors absence tonight, that Council President Caughey would be signing the Resolution.

- Caughey thanked the Council, because a lot of people helped make this happen. Both staff, and Council members, held town hall meetings; he doesn't think it would have gone through without them. He was disappointed by the small margin, but it is still a victory for all of them that worked so hard.
- Downey motioned to Approve Resolution No. 1181, "A RESOLUTION ACCEPTING THE CANVASS OF ELECTION VOTES FROM THE NOVEMBER 7, 2017 SPECIAL ELECTION FOR THE CITY OF HARRISBURG MEASURE 22-169 WATER GENERAL OBLIGATION BOND AUTHORIZATION." She was seconded by Loshbaugh. The City Council then voted unanimously to approve Resolution No. 1181, and thereby the results of the Special Election held on November 7, 2017.

The matter of Discussing a Modification to an Existing Memorial Bench in Riverfront Park

Staff Report: Latta reported that in October, Public Works staff found that the bench for David Smith in Riverfront Park, had been modified. There were holes drilled below the existing plaque, with a smaller milled plaque below in honor of Keith Corey. There was also a glass vase that was adhered to the concrete base of the memorial bench. Staff screwed off the nameplate, because modifying the benches was against City policy. He was able to identify the wife of David Smith, as being the person who made the modifications. She wanted to honor her brother, Keith Corey, who had also died. He contacted her to let her know the policy, which was established by resolution, and shared that information with her. She came back with a letter to Council, requesting that the bench be allowed to be modified. In his staff report, he referred to the policy. Her brother did qualify for some of the criteria, but not all. Therefore, it had to come

to Council to approve the memorial request. Regardless of not meeting criteria, staff had some other issues with the work done. First, there was a separate plaque that had been made. None of the other benches have two plaques on them, and plaques should be consistent. The last issue is the vase that was added. The area there is not lit well, and somebody could trip on the vase; he believes that will need to come out. Staff recommends that Council not approve this, because it's not consistent with other memorials located in Riverfront Park. He asked if Connie was present tonight; however, she wasn't in the audience.

- Downey said that first of all, she (Connie Smith) paid for the bench, after her husband died. That was in 2007. If we adopted this policy in 2015, then she can see why Connie felt it was her bench.
- Latta said that in actuality, the policy was in place when this memorial was put in. It's just an extension of the original policy that we had. He's not sure when that was originally adopted, but he took the original policy, and then expanded it to allow for buildings, and for memorials outside of Riverfront Park.
- Downey understood....she agreed with Latta on the vase; it's not safe. But she is wondering if since he met at least two of the criteria, would they perhaps allow an exchange of the existing plaque, and allow her brother to be added to a single plaque that honors them both? If we replaced the plaque, then it would be better than two plaques.
- Latta said that we could look at that option. If Council is ok with that, then we can investigate it.
- Downey suggested that we give her the other two plaques; the one for Keith Corey, and the other for David Smith. She could put them in her yard.
- Keaton agreed with Downey's idea. He would be a little worried about the plaque being larger to accommodate a 2nd name. It looks like that area is sized to the plaque size.
- Latta said it was; the plaque is inset in the concrete, so the plaque is flush with the bench. They would likely need to have smaller text to fit both names. He can give her the dimensions, and she'll have to figure that out.
- Downey then **motioned to contact Mrs. Connie Smith in regards to what we discussed here tonight, and to remove the vase for safety reasons. She further motioned that instead of having a second plaque, that the existing plaque should be removed, so that she can add her brother's name to it. Loshbaugh seconded the motion, and the City Council voted unanimously to allow Connie Smith to change the plaque, or replace the plaque, with one that also had her brother's name on it, and to remove the vase that was adhered to the current foundation.**

The matter of Discussing the Proposed Remodel of the Justice Center/Library Building

Staff Report: Latta said that back in June, staff hired a consultant to come up with some conceptual drawings for remodeling the old City Hall building. This area used to be for the Justice Court. When the City took over the Municipal Court, we proposed sharing the space with the Justice Court. However, Justice Court didn't want to do that. For the City, our biggest reason to do this remodel, is because the Municipal Court needs a larger space to operate. We had court today, and we had 15 people in the Council Chambers of City hall. It was really full.

- Downey added that we haven't even added traffic yet; so that will get even bigger.
- Latta agreed with her, and said that we had a couple of goals in mind. First, we'd like to expand the Library, provide space for City Council meetings, and reinstall a community meeting area for renting. The challenge we ended up with, is that we had hoped to gain a bigger space for the Library, but the walls between the Library and the rest of the building, are not reinforced. There are already 3 openings in the wall between the Library, and old City hall. You aren't allowed to have openings that are larger than 5% of

the entire wall. In order to make the openings we wanted for the Library, we would have to reinforce the entire wall; which would take up a substantial portion of the funds we have available to do this project. We are still able to remove some of the walls inside the Library, making it somewhat larger, plus, we can remove the walls between the front office where the Judge was, and the Library. That will also allow us to have an entrance that is more pronounced. He also pointed out the changes on the south wall of the Library, where there would be a bathroom added, and a small storage area.

He added that the storage areas off of the hallway wouldn't change. One is the archives of the City, the other is the janitor's closet, and the third can be used by the library for her main storage needs. The wall behind where we are sitting tonight will be expanded. That will include an area for a jury room, the Judge's office, and a restroom for the jurors, since they aren't supposed to mingle with the defendants or prosecutors during deliberations. We also have a small area, where the Justice Court offices had been, where the senior center could be moved to. We would be adding back a full sized kitchen, roughly in the same area that it was prior. The space for the seniors would be slightly smaller than their space now, but you would have shared space with the kitchen, which is bigger than the existing space. It would be big enough for the billiards tables and some other things as well. The main community space could be shared by both the Library, and the senior center. Another nice thing about this building is the access for seniors. The current building has stairs, or a wheelchair ramp. This building has direct, level access. Where the current senior's center is now, would then be available. That could be used by either the H.A.R.T. Community Center, or we could also consider the Gleaners, who wanted more space. The Cedar Square building coming down also creates a need for space for the pre-school. There is flexibility in all of this. We wanted to invite people from all the other organizations in order to discuss the remodel of the building, and find out what they may want.

Senior Center: Several seniors were present, including Eldon McEldowney, and Gertie Cramer. They were all quite unhappy about the senior center changes being proposed. They had been made to move to the building that they are in now, when they didn't want to move again. Consequently, they had done a lot of work on that building; and had a lot of storage that they didn't want to lose. They also didn't want to share a kitchen with anyone; they wanted their own space. Latta told them that this is just a place to start discussions on this issue; nobody was being asked to move; we invited everyone so that we could find out what they want. If you don't want a new area, and want to stay where you are, then we needed to know that. Cramer added that they have everything set up the way that they like; they did a lot of work in there, and it breaks their heart if they would have to move. McEldowney said that the pre-school kids could use it from time to time. The pool tables could be moved over when not in use. Latta said that we can leave the senior center where it's at, and we can use the space for one of the other groups.

Library Advocates: The Library Board and Harrisburg Library Guild (HLG) were both invited to the meeting, along with Cheryl Spangler (City Librarian), and whoever else may have come. There were 3 letters that had been submitted in regards to the Library. One from the Guild, one from Library Staff members, and one from Councilor Boese. (Please see Addendum No. 1, 2 and 3 for a copy of those.) An advocate by the name of Karen, along with several teenagers in the room, expressed how important it was to them to have the Library grow. They feel like the kids get everything taken away from them. Right now, the little kids, and the big kids, are running into each other areas. There is not enough room for teenagers to do homework, or for the programs that are ran, such as D & D. (Dungeons and Dragons). There would have been more teenagers present tonight, but they all have a lot of homework because of it almost being

Christmas break. Karen added that we would have more volunteers too, but that there was no place to be. Caughey told her that we are expanding the Library with this plan. One of the real issues is the concrete wall that we wanted to knock out, and expand into this space. We found out we can't do that. There are also issues with the Librarian and staff not having the correct sight lines for the room too. Karen suggested that we get a security, or camera system, so that the Library staff could see what is going on in those areas without a line of sight. She wants Harrisburg to have something like Monroe has. Latta explained to her that with Monroe, they had a few huge donors who paid for a huge portion of that, and it was also a county Library system. One of the teenagers present also said that they could make anything work....but they needed more space. There's so much they want to do, but they can't because it's too small. Joseph Crenshaw, the appointed President of the Library Board, said that he had two other board members here too, Sherrie Singleterry, and Violet Stone. The Mayor had promised that we would add to the Library, to make it more visible, and the Library Guild has been working tirelessly for years to get us the kind of Library that we deserve. What we need is for the City or someone to say 'this is the land', [City Records note; this statement is in reference to where a new Library can be built] then exercise what we need to do to make that work. He suggested that if you can add to the building behind this room, then you could add something on the side of the current library.

Latta said that in actuality, the area we would add to this room is a stand-alone structure that would abut the current one. It's not a true addition. We would open the wall here to pass in-between. Crenshaw suggested that maybe we could add more into the current parking area too. He wants to add something more to the current library, because we don't know when a new library can be built. For all we know, it could be another ten years to raise the funds. Marilyn Pollard, Treasurer/Secretary for HLG, said she certainly hoped not. Latta said that he should talk about some of the different groups that are here for the other people in the audience that may not know those details. The City is the organization that the Library falls under. We are responsible for the financial and operational side of things. The Library Guild is a non-profit organization, who is trying to raise money to build a new library. The City has a role in that as well. The Harrisburg Redevelopment Agency (HRA) has set aside \$300,000 to \$400,000 for a future Library/Community Center. What we do in this building doesn't use those HRA funds; we are limited to the money we have from the sale of the Cedar Square building to the Fire District for the remodel project. It might be feasible to add some more to the building back here, but we don't have enough money to do so. The Library does need more space. We wanted to open the building up, and make it a lot larger, but that was squashed when we couldn't open up more walls. To do so, would cost us at a minimum, around \$125,000 alone, just for that wall. We are doing the best we can with what we have available. The Library is a huge asset to the City, and we want to see it grow, and do more things for the kids too. We aren't proposing shutting it down, or reducing it in size; we are trying to give it at least a little more space, and to give it higher visibility.

One of the teenagers felt we should take the opportunity to grow the library more now. Caughey then added that our intent is to expand the library, but it's an interim solution. We want to build a new library that will accommodate what we'd like to do now. He thinks that all of us are envisioning a space that is about three times larger than what we have now. But we don't have the space, or the funds, to be able to build it right now. Unfortunately, Harrisburg doesn't have a lot of really wealthy individuals here, to be able to privately fund the library. Latta said that we don't have the opportunity to build a new building right now. He added that on the funds side of things, the City's property tax revenue only provides us with about \$500,000 a year. That is what we use to fund the entire City, including the Library. A new building will cost well over one million. We do have some money, and we are doing what we can to stretch that.

Cheryl Spangler, City of Harrisburg Librarian, remarked that four teenagers are here tonight, and there would have been more. She showed pictures from her cell phone briefly to the Council members, showing what it looks like with all the kids at the D&D program on Monday nights. Her concern is that the smaller children can't use the kid's area while this program goes on, because there isn't enough space. Some of these kids are in the Library all the time. She felt that it would be a waste of money to move the wall on the south end of the library. All it will do is to make the couch ADA compliant; because there isn't enough space there now. It really won't provide more room for the kids for their programs. The change to the north wall won't do much for them, as there is already a door there, which doesn't need to be moved. The removal of the wall in the middle of the library, will actually give her less space, because the north side of that wall currently has an entire wall of books against it. She actually got rid of 30 boxes of books this year, because she doesn't have room on the shelves for more books. She also had someone donate 200 movies; which are all getting donated as well, because we don't have room for them. The kids deserve a bigger space. She asked Council if they could consider giving them a small section that could be used for the programs. It could be a small area that is partitioned off of the area you suggested for the seniors. It just needs to be big enough for kids to walk in, sit down, and not bother anyone else. She went on, saying that we could really make a difference for the kids in our community, by making some of these changes. She did note that you spoke about not having sight lines; she currently doesn't have a sight line to the couch, and the little kid's area. If you turn the bookshelf in a different direction, then you have two spots where she still can't see.

Council asked Spangler some questions about the space she wanted. It sounded like she wanted more of a separate room from the rest of the Library. Spangler said that it doesn't have to be a big opening to the space, and yes, she was hoping for an area off of the current proposed library. It just needs to be big enough for a group of kids to sit down for the program. Downey was confused, because she thought the Library Board President wanted the door, but you don't want one? Crenshaw said that he thought we were talking about the side door. Spangler said that she was talking about the north door in the office. Latta said that the architect left the east facing door there by accident. We are talking about just where the Judge's office was, and you are talking about this space to the west of that, that is the old City offices. We certainly agree that we need to make changes to improve visibility. He added that if we re-organize, then we don't have to look at it as things that are there now that have to stay there. We can make changes. Spangler asked why that wasn't happening now. Latta said it doesn't increase her space; but how it's organized can help. What we really need for the vacant areas is a space for the court, and a place for council meetings. We could actually flip the space, and move the Library over to this area instead. Council can explore that. There would be challenges to having the court and council there, just like there are challenges to the Library. He suggested that the Library should be using that room next to the Library now for D&D nights. There is no reason why you can't use it, because it's currently vacant. You could also use it for arts and crafts. As for the mix of teenagers and elementary age kids, having volunteers would assist with that. It doesn't necessarily need to be dedicated to the Library; it could be a coordination of the spaces we have available, and then utilizing them. Karen, in the audience, would love to have the spaces flipped. The court doesn't need as much area. Latta told her that in actuality, this room is smaller than the Library. If you had the space beyond the wall here, it would be a little larger, but it wouldn't be significantly so. Keaton noted that this room, on the map, shows as 1,500 sq. ft., vs. 1,325 sq. ft. for the Library. Latta said that if you added the toilet and the storage room, it's roughly the same size.

Downey said that she is hearing you say that this is the immediate need right now; that you have older kids and younger kids sitting on top of each other. If this door is opened again, then it would be a good space for the older kids. If you had a Library desk right here, then you would

have direct access, or you could have cameras in there too. Both Karen and Crenshaw said that the bigger room areas (in the old City hall offices), is what Spangler is talking about.

H.A.R.T. Community Center: Maggie Cooley, Executive Director for the H.A.R.T. Community Center, said that we currently have the pre-school moving back inside the H.A.R.T. Center. That makes it harder for the after school kids, because there isn't enough room for them to hang out. That is one of their concerns too. (She had a couple of her board members in the room as well). Council asked how many kids they had in the pre-school right now, and Cooley told them 8 at this time. She said that the Harrisburg Christian Church had space on the highway in the one building for kids, and Life Bible took it over. It was then discontinued. It would be nice to have that back. Downey suggested that we put up a wall where old City hall was, and on one side, have space for the library, and on the other, it's for the preschool, which would still have access to the kitchen. Karen said that the kids in school, and the pre-school, would really have different hours of use. One of the H.A.R.T. Board members said that they've expanded their hours 3 days a week, and there is not enough space for people to do things. They don't have small tables either; which they need to work towards getting. Crenshaw liked the idea of the kids being able to go from the Library to the H.A.R.T. Center. Latta said that we can definitely look at this area, and put a half partition wall along there. That would give a space roughly 10' by 25' that could be a space for the older kids. The partition would create the space for the pre-school, which could have access to the kitchen, and everything else would fit around that. Spangler liked that idea. Karen added that she appreciated the fact that the community recognized how important the kids are to our community. She appreciates that Council took the time to get everyone together, to make this work. We can all come up with ideas that can make things work better.

Latta was feeling a little urgency to get this project moving, so if Council agrees on the general layout we've suggested, then the next step would be prepare a RFP, in order to get a contractor. Crenshaw asked how long it would take for everything to change. Latta told him that it's considered commercial alterations; it would likely take 9 months to a year. Council all gave consensus on allowing Latta to proceed with the general layout, and putting out a RFP. Keaton hoped that Latta would draw something a little bit more solid so we could see what it looks like. Cooley did want to remark that several times tonight; they've been referred to as a daycare. They are definitely not a day care facility.

City Council then recessed for two minutes, from 8:08 to 8:10pm.

The matter of Appointing Planning Commissioners to Fill Vacancies on the Planning Commission

- Downey **motioned to Appoint Kent Wullenwaber and David Smid to Serve on the Planning Commission with Four-Year Terms set to expire on December 31, 2021. She was seconded** by Loshbaugh, and the **City Council voted unanimously to re-appoint both Kent Wullenwaber and David Smid to the Planning Commission for 4-year terms set to expire at the end of 2021.**

The matter of Appointing a Member and Alternate to the Cascade West Area Commission on Transportation (CWACT)

Staff Report: Latta said that previously, John Loshbaugh has been the primary contact, with himself as secondary. He is happy to serve as an alternate again, but he is suggesting that we have a different elected official be appointed, so that you can all have experience on this committee.

- Keaton volunteered to do that. He could alter his work schedule to accommodate the meetings.

- Downey motioned to appoint Adam Keaton as the Harrisburg Primary Member to the CWACT, and Latta as the Harrisburg Alternate Member, to the Cascade West Area Commission on Transportation for terms beginning on January 1, 2018 and ending December 31, 2020. Keaton seconded the motion, and the City Council voted unanimously to approve Adam Keaton and Latta to serve on the CWACT for the next year.

The matter of Discussing How to Address Street Maintenance Issues and Potential Funding

Staff Report: Latta reminded the Council that we had last addressed the streets in a comprehensive survey back in 2016. We identified quite a few streets that were failing, along with some that were in somewhat good condition, but which were starting to fail. We would like to bring our streets up to a 'B' standard. To do that in a ten year period would cost us \$677,000 per year. As we mentioned in the last agenda topic, property taxes only bring us \$500,000 to \$600,000 per year for all City services. \$250,000 is also a very large number, but not as bad as the \$677,000 amount. Staff would like Council to set a monetary goal for street maintenance, and to provide guidance on how to come up with the funds we need to achieve that goal. He has put together some different scenarios for the Council to consider. A lot of these scenarios have not had a lot of time devoted to them; on purpose, because Council may not want to even consider them. Once you decide which of these options for coming up with funds are more acceptable to you, then we can start focusing on those areas, and give you more detail at a future meeting. He then outlined the different options available to Council, as stated in the agenda bill. There were 7 different sources of income listed in that report.

Downey was concerned about the water and sewer rates going up with some of these scenarios. Water rates will already be increasing with the bond approval. Latta said that we would keep everything the same as far as revenues coming into the water and sewer fund. Option No. 3 would transfer amounts from the elimination of certain services to the street fund. Also subjective are the variables available to us in changing the delivery of our services. Crucial services that the City provides are stormwater, water, sewer and streets. The other services we have are not as essential as those. Downey agreed, but said those other services are what makes our community livable. Latta noted that in Option No. 5, we talk about the possibilities of adding a street maintenance fee to the utility bills. That's what we did when we created the storm drain fund. If you remember, we started out low, and are now charging a \$3.54 fee. That raises about \$65,000 a year. You could impose a \$3 or \$4 fee in order to raise additional funds. Downey liked that, because we started with \$1.50, and we didn't have many complaints about it. Latta said that a lot of cities do that; when citizens see work being done on streets, it is really visible, and people feel that progress is being made, and their tax dollars are being used well.

Latta said that he listed Option No. 6, but recognized that Council would likely choose to not use this option. Downey agreed that it wouldn't look good to go out for more bonds at the same time as the schools. Latta said that his conclusion to the report is that the City needs more money for street maintenance, and we don't have the resources to pay for it. If we decide we need \$250,000 a year, then we need to find a way to address that. We do have contingencies in our water and sewer funds that could be reduced; but we have to be careful with those funds, because the contingencies help to cover the beginning fund balances until our main revenue comes in. You could also reduce the amounts that you currently transfer into the reserve funds. After all, we did just get approved for a \$7.5 million dollar general bond in the water fund. We could also change where we are expensing our employees. In addition, we can opt for more seasonal employees, and contracting out for certain services. But ultimately, he needs to know how much Council considers being a meaningful contribution to the street fund, and giving staff a direction to go in for how we can achieve raising those funds.

- Downey liked 1, 2 was 'meh', 3 and 6 were no's; she was interested in 5, and would need more information in relation to 4 and 7.
- Keaton said that last year, we had talked about a seismic reading, or a scanning of the roads being better than a visual inspection. Did we check with the county about that? He would like to have better analyzation to look at.
- Latta said we can look at that. If the county doesn't have it, then it could be something we do with other cities, as a shared resource.
- Keaton would like to have the ability for us to scan the streets every year or two, to keep better tabs on the actual conditions. As far as the options, on 2, he felt we could draw a little bit of the funds from each of those as a franchise, but he doesn't know what the current transfers are.
- Latta said that he believes that those transfers are \$30,000. We increased it two years ago, and that was a big change.
- Gaines confirmed that we actually used to have only \$1,500 being transferred.
- Downey liked that citizens wanted us to work on the water system. We focused on that, and it took us some time. This gives us a nice goal; or a challenge. We worked on water, and hope it's solved; now we can work on other things.
- Latta said that the report brought up the fact that you need to start doing work now; it will likely be more costly in the future.

Downey said that we also have streets being improved in the HRA District. Latta said correct, and we weren't taking that into consideration. One of the reasons he has a six figure amount represented for these purposes, is because you can't do a meaningful grind or overlays for less than \$50,000 to \$60,000. Some streets will cost more than that. We should improve at least one street a year. We don't need to settle on \$250,000 as the number we want to use either. But he does believe that City Council should designate a number for us to investigate, and should indicate which of these options that they want us to pursue. Downey liked Option No's 2, and Option No. 5. The street maintenance fee could just be done, rather than doing a transfer from water and sewer. Latta said that we would need to hold two meetings in order to raise the rates, or you can absorb that, based upon reducing contingencies, or the amounts we transfer to the reserve funds. Downey didn't want to go backwards on the reserve accounts. We've improved on what we used to do there. Gaines pointed out that a street maintenance fee was a good option, raising about \$60,000 to \$64,000. He wasn't comfortable with doing any kind of a bond or taxing structure. We can re-allocate some salaries, but as time goes on, we are going to affect our other funds. Latta said that was a great point that Gaines made. Anything you do will affect something else in the budget. The problem is that we aren't fixing our streets; something has to give. He doesn't know what the long term solution is. We need to find different ways to deliver our services. He doesn't want to say we have to lose a staff member, but you have to dig somewhere, and he's hoping that we could do a little bit in a lot of places. If you take a little of contingency, and a little bit from reserves, then that could help. Small reductions across the board would probably be a good way to go. Getting additional residences and a bigger commercial base would also grow our tax base, and offset some of the cuts we are suggesting.

Council discussed some issues, such as the fact that when the water lines are being replaced because of the bond, that it doesn't repair the rest of the street. It's a patch. Latta liked the option of working towards increasing our population. He believes we could do that with our current staffing numbers. Downey said that she would prefer we look ahead to employees that are retiring, or leaving, and look at the possibilities of not replacing them. Gaines needed a number to work with. He'd like to try a street fee for a year or two. He reminded Council that

we don't have to stick with what we choose either. We can change our minds about what we are doing. He would be more in favor of doing transfers as well. It's important to not get locked into a certain amount that we transfer. We need to be able to say that hey, things have changed, let's not transfer those funds this year, and this is why. Caughey liked that we can change whatever we decide on. Nothing is cast in concrete. If we don't start doing something now, then we are shooting ourselves in the foot. Latta said that we don't need a resolution to do this. We could decide to take \$80,000 from the franchise fees, and transfer it to the street fund. We don't need something saying that we are required to do that. He believes that we need to have the flexibility to not have to deal with absolutes, because that doesn't work in an emergency.

Gaines said that he's talked with Rick Nelson about this in the past; one of our biggest generators of revenue is the gas tax. We use \$117,000 worth of personnel on streets; but are we really spending that much time in the streets? We would need to balance that out. Latta agreed with that. We should be able to use the actual revenue for streets in the street fund. He would be favor of doing something at \$2 or \$3 as a fee on the utility bills. Caughey liked the thought of reallocating wages and associated costs; the point being to not spend all that money on street repairs. We use some, but not all. We should re-allocate to where we are really using those hours, and look at real hour charges for those functions. We are throwing money into different areas, but it's not equitable to what we are really doing. Nelson said that we are having the guys break out their hours on how they actually spend them. In one day, they can typically give 3 hours to sewer, 2 hours to water, and then run the street sweeper for 2 or 3 hours. That's how it's broken out. Latta said we can analyze it for a year. Gaines thought we could use some of the numbers from our workers compensation insurance to help with that.

Caughey thought \$250,000 was a good goal. But maybe we shouldn't start with that number this year. We want to set realistic goals. Keaton said that we've spent so much time not putting anything into it, and now we are trying to make a big chunk of it work. Going from nothing to \$250,000 is not easy. Latta added, and possibly not practical. Keaton thought we should look at \$100,000, and not at the whole enchilada. Downey agreed with him. Keaton said that we could increase at each new cycle, and get closer to our end goal of \$250,000 a year. He would like to see the report that Scholz put together again too. Latta said that so far, he's got a figure of between \$100,000 to \$250,000. The next question is to choose options City Council wants us to pursue for finding those funds. Keaton said a goal of \$100,000 would work for him. He likes Options 1, 2 and 5. Caughey would prefer that we look at \$250,000. Loshbaugh said that \$200,000 worked for him. He knew that a lot of their maintenance fees went to Third Street, and Diamond Hill Road. Keaton thought that Option 1 should be 25% or 15%. Latta asked what about Option 2. Downey didn't think it sounded good. Keaton said that he's doesn't want it to be tied to a percentage; but increasing the \$10,000 upwards is a good goal. Latta wanted to make sure that we were allowed to transfer from an enterprise fund to other kinds of funds. Gaines said that he didn't think that was an issue; Latta said we would check on that. Latta asked if anyone was in favor of Option 3; nobody was. On Option 4, Caughey was not in favor, and Downey would like more information. Keaton asked if this is the sort of thing like would we be transferring some of the financial duties to a CPA? Gaines joked that he would get right on that. Latta said that when he started this process, he started with his own job being eliminated. Downey liked working with attrition, rather than cutting staff. Option 5 was weighed in by Caughey, who thought it was a good possibility. Downey and Keaton both liked it, and Keaton said it was more transparent. On Option 6, Council was united in not being in favor of going with any new taxes.

Latta summarized then, that 1, 2, 4 and 5, and possibly 7 are the options that staff should focus on. Gaines suggested that perhaps we could look at community and economic development. We get about \$15,000 a year for that program, plus the sponsorships. Latta said we put that all to a miscellaneous line, so that we have flexibility on whatever projects come up. Again, it's better to look at it in the form of a transfer, as opposed to using a percentage. We could set up a transfer of \$5,000 or \$10,000 out of there. Keaton liked coming up with small amounts from various funds. Latta said that we would come back in the 2nd meeting of January with more information.

The matter of Presenting the City's Draft Five Year Strategic Plan for 2018-2022

Staff Report: Latta said City Council could pursue this tonight, if they wanted, but his intent was to provide it at this meeting, and then deal with it at the work session. We scaled down some of what we had in here previously. You can let him know if you are ok with the changes. Council was in favor of discussing it at a future meeting.

Others.

More Street Issues:

Loshbaugh brought up the annoying speed bump out on Diamond Hill Road, and asked if it could be removed. Caughey questioned removing it, because it calms traffic. Loshbaugh however, pointed out that there are potholes on either end of it because people try to go around the speed bump. Nelson added that people slam down on them too. Latta said the purpose of that speed bump is to slow people down before they come to a school crossing. If we remove it, we would need to replace it with something else that catches a driver's attention. That could be flashing lights, or other signage. We can come up with more effective solutions. Downey said that would be out of the street fund, correct? Latta said it was. Loshbaugh said if something isn't done, you'll end up with driveways on either end of the speed bump. Latta said that we can prioritize it. Those are the kinds of changes that people can see something better going in too. Nelson suggested that we put in the row of mini-speed bumps, like what they have on High Pass Rd (outside of Junction City). They get your attention, and it doesn't damage vehicles. Latta said that it is a county road before it gets to the City. However, we can certainly work with the Linn County Roadmaster. A flashing beacon would be even better there.

Maggie Cooley asked about the students crossing the highway around Subway; did we have any solutions for that issue. Latta told her that we have been working on it for a while. We have to work with ODOT on the design. When we completely replace Smith Street, which is the next project in the HRA, we will make those changes. Cooley asked if we could do something temporarily. Latta said that we had talked about doing a bucket with flags. Nelson said some communities have those attached to the poles too. Downey said that in the shade, you can't see people there until you are closer. Latta suggested that they put out 4 flags on each side of the road, and see how that works. We'll see how long they actually stay in place.

With no further business to discuss, the City Council adjourned at the hour of 9:17pm.

Mayor

City Recorder

Michele Eldridge

From: Rob Boese <ramboese@yahoo.com>
Sent: Saturday, December 09, 2017 6:19 AM
To: Michele Eldridge; Brian Latta
Subject: Council Meeting

Hi,

I will not be here for Wednesday's (Dec.13) City Council meeting.

My only comment is on the Justice Center remodel. The library needs to be enlarged more than proposed, I was thinking it would almost double in size. But from the drawings it isn't getting really any bigger.

Thanks
Rob

Sent from Yahoo Mail for iPhone

Amanda Klein



805 Monroe St.

Harrisburg, OR 97446

December 1, 2017

Dear Harrisburg City Council,

I am writing this letter in support of Cheryl Spangler and the Harrisburg Library. I love having a library in our small town. I love being able to check out a book or DVD for myself, my kids or my husband.

I have accessed all of the services the library offers, including story time, Lego time, computers, the fax/copier, books, DVDs, summer reading program and community events.

My wish for the future is a more spacious area for the library to expand. I'm not hoping for anything grand, but being able to have designated areas for the teens to hang out, an area with some space and toys for the toddlers/little kids to hang out. Maybe a cozy reading area for adults. A room for community events to be held would be awesome as well.

After school when the kids come to hang out, get out of the rain and be around friends; it's often loud and crowded. How great would it be for them to have a nook somewhere to feel welcomed and safe? A place that kids can go so they are not home alone. A place where they can get their homework done and maybe have an adult to ask for help.

For younger kids it would be amazing to offer them space to come experience books, to pull them off the shelf, look at them and sometimes put them back. ☺ A place where they can meet other kids their age, listen to great stories and songs and maybe have a snack while here. Getting young kids excited about reading before they start school will set them up for success later in life.

Though we do come to the Harrisburg Library often, we also visit the Monroe Library. It is such a bright and welcoming space. The layout provides an environment that is friendly to all that visit. Something like that here, would be incredible.

Warm regards,
Amanda Klein



-----Original Message-----

From: Walter S. Chambers [mailto:w.s.chambers@netzero.net]

Sent: Wednesday, December 13, 2017 4:53 PM

To: Michele Eldridge

Subject: Remodel statement

Due to illness, and a 31st Anniversary Dinner Celebration tonight, some of our HLG members are not able to be present this evening. We would have loved to have been there to support one of our favorite topics!

HLG met and discussed the planned remodel of the City facility. While we too, would like to see the Library gaining more space, we recognize and support the vision the City has presented, to support multiple groups all serving the community in the near-term. Our focus remains on the longer-term vision of a new facility that can serve the library and community needs.