



Harrisburg City Council Minutes February 11, 2015

The Harrisburg City Council met on this date at City Hall, located at 120 Smith St., at the hour of 6:55pm. (Directly following the preceding HRA Board meeting.) Presiding was Council President Mike Caughey. Also present were as follows:

- Sarah Puls
- Robert Boese
- John Loshbaugh
- City Administrator Brian Latta
- City Recorder/Asst. City Administrator Michele Eldridge
- Finance Officer Tim Gaines
- Public Works Director Chuck Scholz

Absent this evening were Mayor Robert Duncan, Kimberly Downey, Don Shipley, and Youth Advisor Bo Kelson.

Museum Board Presentation by the Museum Board President, Don Bowers

Don Bowers was present this evening, and handed out a progress report from the museum (Please See Addendum No. 1 for the report). This last year was rather down in numbers compared to previous years; he talked about the range of visitors they had, including the kids groups from the school. They are looking at an old railway depot, and are hoping to perhaps move it to town. They can use it for short term displays, which could include model railroads. It's approximately 17'x20'. They are very happy with their relationship with the City; they are getting some improvements, such as the heater units, and wiring the caboose. The city is looking at replacing the lights in the pavilion, which don't come on when it's cold. Mary Jane, their docent, and secretary of the board, had to retire due to her health. They have been averaging approximately 20 to 30 people on the Saturday's they were open during the winter months.

Caughey asked them if they had a brochure and if they had something they could take out to the RV Park and church. Bowers told them that they had, and in fact, they had a full display out there in the lobby at one point. He then thanked the city for what their support. Latta said that we have been working on a full operator's agreement and lease. We haven't had a formalized agreement with them, and they've been an active agency for 25 years. The purpose for the lease is that the current museum board members may not be there in the future, and with Tim's passing, we wanted to make sure we had agreements in place. We have a great relationship with them.

Consent List Adoption

Latta noted that these are non-surprising items that the Council has been working on, and is familiar with, or are items that are routine, such as approving minutes, and the payment of the bills. If there are no objections, then the Council will vote on the entire thing. If someone wants to remove an item to address it, then we can do so.

- Loshbaugh then **made a motion to approve the items on the consent list, and was seconded by Puls. The City Council then voted unanimously to approve the Consent List.** Items approved via the consent list are as follows:
 - Approval of the minutes of January 14th, 21st and 28th, 2015
 - Approval of the payment of January 2015 bills
 - Determining monetary awards for the 'If I were Mayor' contest.
 - Approval for the City Recorder/ACA to travel out of state

The Matter of Discussing the 2013-2014 Audit Report

Audit Report/City Auditor: Steve Tuchscherer, the City Auditor, told the City council that the audit is excellent, and we had a very clean report. He described the letter that was included with the audit, and the wording that we have to use. One of the phrases we use that we are required to, is called 'significant audit findings'. This is not an area of concern; it's just required that we state it in this manner. The first of those are the qualitative aspects of accounting practices. A lot of what they are required to do in the accounting world is estimation. The biggest number that you will find in the financial statements are the capital assets. The value of this is a sophisticated estimate. One of the audit requirements are that we provide a historical cost, and if we don't have it available, we estimate it. It also includes depreciation, which again, is a form of estimation. The PERS liability information he talked about to the HRA board, will include unfunded liability, and will also be estimation. That value will be a huge estimate, but it's based on how long people live, the investment rates, and contribution rates that PERS could establish in the future; it's an actuarial playground. PERS is providing all of the taxing districts in the state with an actuarial that will come up with those values. We will then pay another auditor, to audit those numbers. Finally, those numbers come to us, and we put them in the financial statements.

Boese asked what 'unfunded' meant. Tuchscherer told him that if a pension was funded, then you have paid in PERS enough to cover those costs of the liabilities in the future. Essentially, if there is a calculated amount not there in PERS to cover future costs, then you are taking the present value of those present costs, and reverse out all the future increases in inflation, etc., and show the present value of the future costs, and then subtract the amounts sitting in the PERS accounts that are credited to the City; the difference would be an 'unfunded' amount. Boese asked if this was all done by PERS then. Tuchscherer told him yes. They will have an actuarial that will configure that, and then it's audited. They are doing it at no cost to the taxing agencies.

He continued, saying that essentially, the reports you see, are a capture of your financial well-being. You will have a statement of net position of the City, which will have nothing to do with your budget, or your actual funds. There are some big estimates in the financial statements that are not specific to your budget. They encountered no difficulties in performing the audit. A lot of what they do is subject to their own judgment. They had no significant issues with management, and they very much appreciate the efforts of Tim Gaines. If there is anything

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we find that needs to be corrected, we typically correct it right then. It's not required, and it's not considered material misstatements. We don't have to make every correction, but it's in our opinion, that if we found it, we correct it. Management has to look over the documentation, and sign off that the City was told everything it needed to know to provide the numbers for the audit. We have to look at all the possible issues going on in the city, such as what is represented in the minutes, whether there are pending lawsuits, and whether there has been proper disclosure. Finally, there is a consultation section, which would be if we had to consult with another independent accountant. This would be the portion where we would state that we were relying on that auditor's report.

Loshbaugh asked if government regulations or someone higher up, make changes in your practices, then your job becomes more difficult. Tuchscherer said yes and no. It's the governmental accounting standards board (GASB) that states what is required for audits, in terms of disclosure. Some of what we do is required by the federal government, and others, by state regulations. Tuchscherer then talked about the recent changes that GASB has been handing down, and how many have been added recently. There were 31 statements prior to 1987; it took 14 years to get to number 34, and now, 14 years later, we are at 71. Some of the changes have to do with only one phrase that we use in auditing reports. There is a lot in this, and if there is anything in here you'd like an explanation for, please give him a call, or talk to your city administration. Loshbaugh thanked him, because what he is presenting now, compared to the audit reports when he was on Council in the 80's, is much easier to understand. Tuchscherer thanked the Council for having him; he was on the Roseburg City Council for at time, and he knows what it's like to be a public servant.

- Puls then **made a motion to approve the audit for 2013-2014, and was seconded** by Boese. **The City Council then voted unanimously to approve the audit for 2013-2014.**

The matter of Approving Resolution NO. 1098, "A RESOLUTION ESTABLISHING THE COMMUNITY AND ECONOMIC DEVELOPMENT FUND; AND, REPEALING RESOLUTION NO. 483"

Staff Report: Latta said that staff are making some changes to the Community & Economic Development (C&ED) Fund in this year's proposed budget. If you look at the original resolutions that created the C&ED fund, you'll notice that they talked about a special reserve for parks and parks development. This fund and these resolutions occurred before we started collecting system development charges (SDC's). This fund was partially created to make sure we had parks being planned and also talked about business opportunities, which are still relevant. Moving forward, we intend for this fund to provide resources for community and economic development initiatives, downtown revitalization efforts and city events. We are taking parks out of the C&ED fund, and propose that parks be moved to the general fund for maintenance of our parks, and the parks development goes to the SDC fund where it belongs.

- Loshbaugh thought that the room tax on the motel and RV Park was supposed to go towards SDC's.
- Latta told him that SDC's are collected only through development. When they built the RV Park, the SDC's collected went to the five SDC funds. By statute, 70% of the transient room tax must be spent on tourism. We purchased the reader board sign with

that, and the museum agreement includes that we will give 35% of that 70% towards the museum, because again, that's a tourist type attraction.

- Puls then made a **motion to approve Resolution No. 1098, A RESOLUTION ESTABLISHING THE COMMUNITY & ECONOMIC DEVELOPMENT FUND; AND, REPEALING RESOLUTION NO. 483**". She was seconded by Loshbaugh, and the City Council voted unanimously to approve the changes to the C&ED Fund.

The matter of Reviewing Resolution No. 847, and Possible Adoption of Resolution No. 1099, "A RESOLUTION FOR THE PROCEDURAL RULES AND GOVERNANCE POLICIES FOR THE CITY COUNCIL; AND, REPEALING RESOLUTION NO. 847"

Staff Report: Latta commented that this is what we covered during the last Council Work Session. He went briefly over how to see the changes that we all suggested. You have both the modified version, and the work version to see. There may have been things he missed, so this is open to further discussion. If there are additional changes, we can bring it back to the next meeting, or make changes as adopted.

- Loshbaugh asked why in Section 1, we took out the time, and didn't put a meeting time back in?
- Latta said that we wanted to leave that open, so that City Council can decide on a meeting time each year, without having to amend this resolution.
- Council consensus was that there was not any problem with the changes. Puls then made a **motion to approve Resolution No. 1099, "A RESOLUTION FOR THE PROCEDURAL RULES AND GOVERNANCE POLICIES FOR THE CITY COUNCIL; AND, REPEALING RESOLUTION NO. 847"** Boese seconded the motion.
- Latta said that there was something else that we caught earlier today. On page 10, under the consent list, you'll find that only the Mayor or a Council member can remove something from the list. However, in the past, we gave an opportunity for a member of public to pull an item off the consent list if they desired; that was never formalized. Does Council want to discuss that, and decide if they want to allow a citizen to ask to have an item removed from the consent list, or if they'd prefer to leave it as is?
- Loshbaugh said that when he was on Council, it happened maybe only three times in ten years.
- Caughey liked having that option there, and thought it was a good idea to allow it.
- Latta said that we then need an amendment to that motion, to say that in section 8, in the consent list, that a member of the public can be added to the Mayor or a Council member for having the ability to remove an item from the consent list.
- Puls then **made a motion to amend the original motion, and to allow the public to be able to remove an item from the consent list.** Loshbaugh seconded her motion.
- Latta commented that we generally allow the public to speak on items not on the agenda. Not all councils are as nice as ours. We might not always have the nice council, so for discussion purposes, we probably should allow it. Therefore, he'll change the sentence to read that 'Any item placed on the Consent list shall be removed at the request of the Mayor, Council member, or the public prior to the time a vote is taken on the Consent List items'.
- **The Council then voted unanimously on the amendment to the original motion, to allow the change to section 8. They then voted unanimously on the original**

motion, to allow the approval of Resolution No. 1099, “A RESOLUTION FOR THE PROCEDURAL RULES & GOVERNANCE POLICIES FOR THE CITY COUNCIL; AND, REPEALING RESOLUTION NO. 847.”

The matter of Reviewing the 2015-2019 City of Harrisburg Strategic Plan, and possible Adoption of Resolution No. 1100, “A RESOLUTION ADOPTING THE CITY’S 2015-2019 STRATEGIC PLAN”

Staff Report: Latta noted that in the Governance Policies, it says that the City Administrator should present a strategic plan. This is it. He’d like to publicly thank his management team members for assisting with the development of the plan. We want this plan to be a document that will last longer than 5 years, so we will amend the plan as we roll forward. There are 4 main themes; Great Neighborhoods, Public Safety, Economic Development, and Efficient Governance. We can change any of these if Council so desires. We also have objectives that we can review and change on an annual basis. Our Mission is *“Providing the highest quality public services for a better hometown Harrisburg”*. The Vision statement is *“A vibrant and charming community that has a high quality of life, great neighborhoods, balanced economic growth, and quality public services”*. The values are then having a Transparent, Open and Honest Government; Public Service; Fiscal Responsibility; Personal Honesty and Integrity; Excellence; Teamwork and a Diverse and Humane Organization.

He then went over how the Strategic Plan works, with corresponding goals to each theme, and objectives under each of the goals. Each objective has a team or staff person who it has been assigned to. We then have all the actions to be taken under the listed objectives. Everything in this document is important; we capture future projects, as well as things we do now, and things we want to improve. This is your strategic plan and it won’t hurt staffs feelings to change anything in the plan. This was our first approach to this.

Caughey said that since it asks for actions to be done by 2014, and we are now in 2015, shouldn’t it be changed? Latta told him that it’s the fiscal year that is starting in 2014. That means we have by June 30, 2015, to complete that action. Caughey also saw some acronyms that he didn’t know. Latta explained that TGM stands for Transportation Growth Management, which are planning grants provided by ODOT and the DLCDC. TSP is the Transportation System Plan. You can apply for a TGM grant to help with the TSP. It’s about time for us to review our plan, because it was approved in 2004. The plan does project out for 20 years, but if you made major changes in those ten years, then we should review it. We should be looking to do that by the end of 2016.

Loshbaugh hated acronyms, and would rather have the description, but Latta told him the description is there, in the narrative. You just have to go back to find it. Gaines suggested that maybe if the acronym is in a chart, that we could include a page number for where it is. Boese asked if these estimates were really accurate; under Public Safety, we had a Water Treatment Facility as 30% constructed/operated by 2019. Scholz told him it was based on community support. As we go through a project, if we had funding to actually build and construct something, then it’s going to work out each year to about that percent. A treatment facility will take five to eight years from start to finish. Boese stated then that it’s just a goal? Latta told him right; we might move faster, or a project might take more time. We will adjust this on an annual basis.

Council was very happy with the plan and the format. Boese asked for clarification about certification on objective 37, pg. 16. What does that number represent? Scholz told him that it

represents the number of certifications that staff has. He has 3, Rick Nelson has 3, and we will continue to add to that. As someone retires, another person has to increase their certifications. Latta added that in the future, you'll see what we accomplished each year in this document. Boese really liked this, and would like to have our vision statement, or mission statement, on the wall in our council chambers, or with our logo, or on a plaque. Everyone liked the idea of adding the language under our picture of the logo in the Council chambers. There was one change that Latta wanted to make; to remove two objectives no. 35 on page 16. We need to remove the 'Excellence in Financial Reporting award, and the Distinguished Budget Presentation award. We on the cusp of being able to do that. But doing that costs money, and requires a whole lot more work. He meant to take those lines out before the City Council reviewing it.

- Puls then **made a motion to adopt Resolution No. 1100, "A RESOLUTION ADOPTING THE CITY'S 2015-2019 STRATEGIC PLAN " , as amended on page 16.** Loshbaugh **seconded her motion, and the City Council voted unanimously to approve Resolution No. 1100, and thereby adopted the Strategic Plan for 2015-2019.**

OTHERS;

Comprehensive Economic Development Strategy:

- Latta handed out a meeting announcement for the Cascades West Council of Governments (CWCOG). (Please see Addendum No. 2) They are holding a meeting next Thursday, the 19th, from 9:30 to 11:30, in the CWCOG Albany office. They do a broad economic development strategy, which includes Linn, Lane, Lincoln, and Benton counties. Since our City in one of those counties, we are invited to attend the workshops. If anyone is interested, each agency should send one or two representatives, if you are, he would like to know, to reserve you a spot in attendance. Council members would like to go, but most of them couldn't make the meeting. Puls, hope somebody from staff is going. Latta asked if Council would like him to attend this meeting. *Consensus was that they wanted him to attend that meeting for them.*

Website RFP

- Puls asked when the new website might up and running.
- Latta told her that we had sent out a RFP to three companies, we are anticipating three proposals, and hope to have it up and running June 30th. He gave kudos to Eldridge for writing that, with staff helping with it as well.
- Council asked about some of the features that a new website might have; some technology is great, and others aren't.
- Latta told him that all three companies are very reputable. We didn't advertise other than on our website. We sent it to three prominent companies, one from Oregon, that other cities have websites with.

With no other business to discuss, the City Council adjourned at the hour of 8:23PM.

Mayor

City Recorder

TO HARRISBURG CITY COUNCIL

The Museum didn't have any major projects this year. We are still receiving new exhibits and have turned down some that we didn't have room for.

The total number of visitors was down in 2014. We ended the year with about 600 visitors signing our book. The 4th of July is our big day of the year. 107 people signed in and probably 300 to 400 actually visited. In June the last day of school we had 95 visitors, 3 First Grade classes, Teachers & chaperones. The 3rd Grade classes also visited after they had studied the Pioneers. Plus there was 55 other visitors for that month.

We had people from 14 states and from Argentina, Hong Kong, and New Zealand.

We rented the Chapel twice and The Pavilion 11 times.

Our steam engine is popular and was in the Harrisburg 4th of July Parade, the JC and Harrisburg Light Parades. It was also on display at the Harrisburg Tractor Pull. The Museum also had a Display Booth at the Tractor Pull.

We have been discussing building a small replica of a train depot. Late last fall we discovered that the old Field Burning office was available. It is free, we just have to move it. The building is about 17'x 21'. We plan on using the depot for rotating exhibits or collections people would be willing to loan for short term displays.

Harrisburg's electrician wired the Caboose for lights & heat and we now have a small display of model trains. The electrician also changed out & moved the heater in The Witmer Bldg. It was creating a fire hazard where it was located.

Due to health concerns Jane Gavette resigned Nov. 30th. as our full time docent and will be replaced Ruby Bennett & Debbie Wittekind. The museum again this year was manned by volunteers in Dec. and Jan., and was open only on Saturdays.

People continue to donate items. We have a 1928 Roadgrader that is powered by a Fordson Tractor and an IH Orchard Tractor both of these are on loan.

Don Bowers
Feb. 11, 2015

From: Fred Abousleman <fabousle=ocwcog.org@mail98.atl91.mcsv.net> on behalf of Fred Abousleman <fabousle@ocwcog.org>
Sent: Wednesday, February 11, 2015 11:58 AM
To: Brian Latta
Subject: Comprehensive Economic Development Strategy (CEDS) Planning Meeting

[View this email in your browser](#)



Oregon Cascades West Council of Governments
1400 Queen Avenue, Albany OR 97322
www.OCWCORG.org

Comprehensive Economic Development Strategy (CEDS) Planning Meeting

Thursday, February 19, 2015

9:30 a.m. - 11:30 a.m.

Oregon Cascades West Council of Governments Albany Office

RSVP to echavez@ocwcog.org by Tuesday, February 17, 2015

The Cascades West Economic Development District is in the process of updating its Comprehensive Economic Development Strategy (CEDS) for the four-county region of Benton, Lane, Lincoln, and Linn Counties. The CEDS provides a framework for long-term economic development planning. (Click [HERE](#) to access a copy of the current CEDS.) With the assistance of the University of Oregon's Community Planning Workshop, the Oregon Cascades West Council of Governments is working to assemble and facilitate a strategic planning process to discuss and plan for economic development in the Cascades West region.

Given your experience and ties to the area, we are inviting you to participate in the strategic planning process as we move forward with the update of the CEDS document. As a participant, you will play a lead role in defining regional community

and economic development issues, opportunities, vision, goals, and work programs.

The kick-off meeting is planned for **Thursday, February 19, 2015, from 9:30 a.m. - 11:30 a.m. at the Oregon Cascades West Council of Governments office**, located at 1400 Queen Avenue SE, Albany, OR. This will be the first of four strategic planning meetings, and there will be other opportunities for engagement throughout the planning process. Click [HERE](#) to access the agenda for next Thursday's meeting.

We are asking each agency to send one-two representatives to this meeting. In order to plan for adequate seating, please contact Emma Chavez at 541-967-8551, or echavez@ocwcog.org to confirm your attendance. If you have questions about the CEDS process or participation, please contact Fred Abousleman at 541-924-8465.

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The Oregon Cascades West Council of Governments (OCWCOG) is a voluntary association of twenty cities, three counties, the Confederated Tribes of the Siletz Indians, and a port district throughout the Benton, Lincoln, and Linn tri-county region. OCWCOG helps communities collaborate to solve problems and connects member governments, businesses and individuals with a wide array of resources. For more information, visit www.ocwcog.org

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LINN COUNTY SHERIFF'S OFFICE

Bruce W. Riley, Sheriff

1115 S.E. Jackson Street
Albany, OR 97322
Phone: 541-967-3950
www.linnsheriff.org

2015

MONTHLY REPORT TO THE CITY OF HARRISBURG FROM THE LINN COUNTY SHERIFF'S OFFICE

FOR THE MONTH OF:

January

TRAFFIC CITATIONS: -----	6
TRAFFIC WARNINGS: -----	20
TRAFFIC CRASHES: -----	4
ADULTS CITED / VIOLATIONS: -----	0
ADULTS ARRESTED: -----	4
JUVENILES CITED / VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	1
COMPLAINTS/INCIDENTS INVESTIGATED: -----	87

TOTAL HOURS SPENT IN:	Harrisburg	422
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70 PERCENT COVERAGE OF FOUR DEPUTIES PER MONTH= 404 HOURS

**Bruce W. Riley,
Sheriff, Linn County**

By: Sgt. Brad Kelley