



Harrisburg City Council Minutes February 12, 2019

The Harrisburg City Council met on this date at the Harrisburg Senior Center, located at 354 Smith St., at the hour of 6:35pm. Presiding was Mayor Robert Duncan. Also present were as follows:

- Kimberly Downey
- Robert Boese
- Adam Keaton
- Randy Klemm
- Charlotte Thomas
- City Administrator Brian Latta
- City Recorder/Asst. City Administrator Michele Eldridge
- Public Works Director Chuck Scholz
- Finance Officer Tim Gaines

Absent this evening were Councilor Mike Caughey, and Youth Advisor Spencer Tucker.

Concerned citizen(s) in the audience. Everyone present were for items on the agenda.

The matter of Approving the Consent List

- Downey **motioned to approve the consent list, and was seconded by Boese. The City Council then voted unanimously to approve the consent list. The adoption of the Consent List approved the following actions:**
 1. **The Payment Approval Report for the month of January 2019**
 2. **The minutes for January 8, 2019, and January 22, 2019.**
 3. **The ratification of the Mayoral Appointment of James Blake to the Library board for a term ending June 30, 2020.**

The matter of a Discussion(s) with Other Agencies: None were present.

The matter of Reviewing a License to Occupy the Right-of-Way Agreement for Heidi Miller of Grocery Deals.

Staff Report: Latta told the City Council that the only thing changed on the agreement from the 1st meeting, was a change to the size of the area being leased. The 10'x12' area requested, would require custom fencing; therefore Ms. Miller has asked for a 10' x 20' area instead. There is one other document that City Council doesn't have a copy of, due to it being a regularly required document. That's a waiver of remonstrance form. That is for public improvements that could occur on Territorial St.

- Boese asked her how often they picked up the pallets, which is what she tends to store out there?

- Miller told him that normally, it's when she calls. That's typically when she has 20 to 30 of them. She called the driver two weeks ago, and his truck had broken down. Normally, if she calls, they are picked up right away.
- Thomas **motioned to Approve the Revocable License to Occupy the Right-of-Way Agreement and Authorize the City Administrator to Sign the Agreement on Behalf of the City. She was seconded by Keaton. The City Council then voted unanimously to approve the revocable license for Grocery Deals to be allowed to occupy the right-of-way adjacent to her store on Territorial St.**

The matter of Reviewing Proposed Amendments to HMC 10.05 and 10.15 - Vehicle Code and Approving Ordinance No. 969, "AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE CHAPTERS 10.05-VEHICLE AND PEDESTRIAN TRAFFIC, AND 10.15-DISCARDED VEHICLES."

Staff Report: Latta noted that there had been no changes since we discussed this at the work session; we retained the 24 hour notice, because the City gives the offenders a 24 hour notice, and it's a minimum 24 hour notice once the Sheriff hangs their tag.

- Downey reminded everyone that if anyone ended up getting a ticket because their vehicle had broken down, and they weren't able to move it right away, then she'll be bringing this issue back up, and will be asking the Council to change it to 48 hours.
- Thomas **motioned to approve Ordinance No. 969, "AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE CHAPTERS 10.05 - VEHICLE AND PEDESTRIAN TRAFFIC, AND 10.15 - DISCARDED VEHICLES."** She was seconded by Keaton, and the City Council voted unanimously to approve Ordinance No. 969 and thereby amending HMC Chapters 10.05 and 10.15.

The matter of Reviewing 2019-2023 City Strategic Plan and Approving Resolution No. 1209.

- Keaton **motioned to Approve Resolution No. 1209, "A RESOLUTION ADOPTING THE CITY'S 2019-2023 STRATEGIC PLAN AND REPEALING RESOLUTION NO. 1183."** He was seconded by Klemm, and the City Council voted unanimously to approve Resolution No. 1209, and thereby adopting the City's Strategic Plan for 2019-2023.

The matter of Approving the Annual Evaluation, Job Description Amendments, Proposed Employment Agreement Amendment, and bonus for City Administrator/Planner Brian Latta and Approving Resolution No. 1210.

Personnel Committee Report: Chairperson Downey told the City Council that the Committee met on February 5, 2019, and the evaluations came to 3.74 out of 4. The scores were based on evaluations that are submitted by the City Council, Planning Commission and employees. We go through those; especially the comments, and talk to the City Administrator about the good, the bad and the ugly. We will have a backup discussion with the City Administrator about a couple of items, but other than that, this is what we have to report. We left his salary the same, but suggested that he have a bonus of \$5,000 this year. She appreciated the participation we received from Council this year. If we had a serious problem with Brian, then we would obviously be meeting with him prior to the evaluation. Sometimes you can't see the forest for the trees.

- Eldridge noted that other than the evaluation and bonus, that we were also updating the job description to include Municipal Court, and the agreement had been updated to include a section on ethics, that Brian had asked to be included.
- Mayor Duncan asked how many hours was Latta working now?

- Latta said that it's generally 40 plus...he try's not to stay after work because he wants to be with family. He gets more hours when he attends meetings like this, and he has been in Salem a lot this year. He puts in a lot of time but so do a lot of our other employees; and that's what his compensation is for. He does want to talk about the bonus for a little bit. He knows that we are asking a lot from our budget this coming year. He appreciates the Personnel Committee considering the bonus for him, but we are looking at a way to make up the huge difference we need in the street fund for maintenance, as it's spelled out in the strategic plan. He does want to note that the \$5,000 equates to the amount he would be paid if he had been given the same 2% increase that the employees have had for the last 3 years, within a few dollars. He wants them to help them understand that's even with the bonus he received last year, and the one previously that he split with staff. He isn't receiving more revenue up and beyond, but he wanted to give that context for the Council to know. We are evaluating the budget as a management team, and are looking at different scenarios, and ways to carve out and identify solutions to that problem. He was impressed with our managers meeting last week with some of the ideas we had. He thinks we can get there without lots of pain; and he hopes that's true.
- Downey said that's a bonus for the work he's done, not for the work he is doing. Next year could be different. We do like what he's done this year, and that's what the bonus is for.
- Mayor Duncan said that he thinks it's important that we look at this like we do for Public Works because we don't want to train them, and then have them go elsewhere. Also, it's a good indication that somebody is doing a good job, if someone else wants him. Brian has been contacted by other cities on multiple occasions, so he feels that the bonus is warranted.
- Thomas said that she hasn't been on this committee, but with the fact that he didn't get the 2% that everyone else got the last few years, makes her feel it's warranted. She's worked with him for six years, and she's glad that the Personnel Committee compensates our employees, and appreciates them.
- Keaton said that he was wondering where the bonus is coming from. It's not budgeted according to the agenda bill.
- Eldridge said that she had asked Gaines to run a report for her.
- Gaines said that we didn't budget for it; we do put in a little extra, but not a lot. He would like to start budgeting like we will give one; that way, he can make sure we have enough.
- Thomas found where Eldridge had included it in the report. We do still have approximately \$3,300 still in the account after the bonus is paid.
- Downey likes that.
- Gaines said we can include that in the budget he's working on.
- Klemm asked if the COLI (Cost of Living Increase) is not included in the budget.
- Gaines told him yes, they were; but not Brian's.
- Klemm thought that should be built into the budget.
- Downey said yes, but we are not increasing the salary.
- Gaines said yeah, his salary stays the same; but we need to budget for a bonus. Those come out of the same budget.
- Latta suggested that if Council is interested in giving him a COLI, then we could include it in the contract. You could consider during the evaluation how it's set up. Just because it's in the budget, doesn't mean it's spent; so that would be a better approach for us. When you have percentages used as a buffer, there is usually some funds left over. All the personnel services in the general fund, except for .5 FTE are for exempt employees. It won't be eaten up over time.

- Mayor Duncan asked if we ran the evaluation on a 4 point system. When Downey told him it was, he asked if there was a possibility of tying a bonus to the matrix; such as a 3-point being worth x amount of dollars.
- Keaton said it is rather subjective. He had a different approach to the evaluation. He spoke with more people in making his decision than what others may do when filling out the evaluation.
- Mayor Duncan liked that idea. It could be automatic depending upon the work that's done.
- Downey said that we had planned on discussing a new way to evaluate employees during the next meeting.
- Klemm did offer a word of caution in tying a bonus to a performance evaluation. Someone could have a good review, but if the money is not there, you can't award a bonus. It's something we should exercise caution on.
- Thomas **motioned to approve the annual evaluation for City Administrator/Planner Brian Latta at a score of 3.74 out of 4; to approve Resolution No. 1210, "A RESOLUTION AMENDING THE JOB DESCRIPTION OF THE CITY ADMINISTRATOR"; to approve the amendments to the City Administrator Employment Agreement, and to authorize the Mayor to sign such agreement; and, to approve the issuance of a \$5,000 bonus to the City Administrator based on his performance over the last year. She was seconded by Downey, and the City Council voted unanimously to approve Resolution No. 1210, to award a score of 3.74 out of 4 for Brians evaluation; to approve the amendments made to the City Administrator employment agreement, and to award a bonus of \$5,000 to the City Administrator.**

The matter of Improvements to Kesling Street Between 1st and 2nd Street.

Staff Report: Latta noted that we had received ten bids this week for the kesling Street project. There was a wide range of bids (Please see Addendum No. 1). Knife River gave the low bid, which was actually under the engineers bid. The winning bid is \$129,194.00. The recommendation from our city engineer, Branch Engineering, is to award the bid to Knife River.

- Scholz said that he was thrilled that all 3 top bidders use the same sub-contractor, which is AB Utility. That's a Harrisburg company. He loves having the local component.
- Judy Bellas, of 640 Crimson Way, in the audience, asked where Kesling Street was.
- Latta told her its south of Smith St., and the section we are replacing is the one that runs from 1st to 2nd St. We are improving the road base, installing a new road, and filling in and replacing the sidewalk where it's not completed. It will be a complete street. We hope to get it started as soon as we can, as we'd like it to be completed before the 4th of July.
- Klemm **motioned to award the contract to Knife River for the construction project on Kesling St. in the amount of \$129,194. He was seconded by Downey. The City Council then voted unanimously to award the Kesling St. project to Knife River for the bid amount of \$129,194.**

Others:

- Latta said that in reference to a question asked earlier this evening, there is an order in which we have to place the agenda items. Other than the open session, and consent agenda, we have to list ordinances first, then resolutions, and finally, all the other Council business. That means that even if we have someone in the audience, that their issue will fall after the other items on the agenda.

- Eldridge added that the order for Council agenda items is something we are trained in at OAMR (Oregon Association of Municipal Recordors), and in the League of Oregon Cities (LOC).
- Mayor Duncan asked if it was a problem that he moved that issue up on the agenda
- Latta told him not at all, Council has the ability to move things if they need to.
- Eldridge then shared a flyer (Addendum No. 2) and information that Steve Owens had sent to her, about a USDA program that applies to Single Family Housing Repair Loans & Grants. It applies to our rural area to low and fixed income families. Owens' received a \$5,000 loan, and \$2,000 grant to replace his entire roof. She has contact information for the USDA specialist in our area, if anyone would like to get that information.
- Latta then noted that the Justice Center remodel bid is out actively again, and closes March 6, he believes. We hope we will get some competitive bids based on the modifications. He thought the remodel was supposed to be complete by the end of the fiscal year.
- Bellas asked why the City would pay for the court building.
- Latta explained that the Justice Court is no longer operating in Harrisburg. When they were; they leased that building from us. It's now the Municipal Court that operates there. The building is owned and used by the City for City functions, and the Harrisburg Municipal Court. Our goal is to use that space for public meetings, court functions, and includes a small expansion of the Library.
- Downey remarked that with the traffic (citations) coming to us now, it will help to pay for that.
- Latta agreed, and said that now that traffic tickets for offenses that occur in Harrisburg come to Municipal Court, that we will receive the revenue for those. Before, those were processed in Justice Court.

With no further business, the City Council adjourned at the hour of 7:15, in order to allow the Harrisburg Redevelopment Agency Board to meet.

Mayor

City Recorder



February 12, 2019

City of Harrisburg
120 Smith Street
Harrisburg, OR 97446
Attn: Chuck Scholz, Public Works Director

RE: Kesling Street Rehabilitation - Notice of Apparent Low Bidder and Engineer's Recommendation for Award of Contract

The City received the following bids for the Kesling Street Rehabilitation project.

1. <u>Knife River</u>	\$ 129,194.00
2. <u>Blackstone Construction</u>	\$ 131,310.70
3. <u>Willamette Valley Excavating</u>	\$ 142,250.00
4. <u>Skip Tracer & Lads</u>	\$ 143,482.81
5. <u>BRX, Inc.</u>	\$ 144,972.00
6. <u>North Santiam Paving Co.</u>	\$ 148,025.25
7. <u>Delta Construction</u>	\$ 149,782.85
8. <u>Wildish</u>	\$ 160,752.00
9. <u>Turney Excavating</u>	\$ 172,844.85
10. <u>Pacific Excavation</u>	\$ 180,427.30

I have reviewed all bid packages and found all to be complete and responsive.

I recommend that the contract be awarded to Knife River in the amount of \$129,194.00.

Sincerely,

Julie Lynn
Huffman

Digitally signed by Julie Lynn
Huffman
Date: 2019.02.12 08:23:48 -08'00'

Branch Engineering Inc.
Julie Huffman, P.E.

EUGENE-SPRINGFIELD

310 5th Street, Springfield, OR 97477 | p: 541.746.0637 | www.branchengineering.com



Single Family Housing Repair Loans & Grants

What does this program do?

Also known as the Section 504 Home Repair program, this provides loans to very-low-income homeowners to repair, improve, or modernize their homes or provides grants to elderly very-low-income homeowners to remove health and safety hazards.

Who may apply for this program?

To qualify, you must:

- Be the homeowner and occupy the house
- Have a family income below 50 percent of the area median income
- Be unable to obtain affordable credit elsewhere
- For grants, be age 62 or older and not be able to repay a repair loan

What is an eligible area?

Generally, rural areas with a population less than 35,000 are eligible. Applicants may **check the address** of their home to determine eligibility online.

How may funds be used?

- Loans may be used to repair, improve, or modernize homes or to remove health and safety hazards.
- Grants must be used to remove health and safety hazards.

How much money can I get?

- Maximum loan is \$20,000.
- Maximum grant is \$7,500.
- Loans and grants can be combined for up to \$27,500 in assistance.

What are the terms of the loan or grant?

- Loans can be repaid over 20 years
- Loan interest rate is fixed at 1%.
- Full title service is required for loans of \$7,500 or more
- Grants have a lifetime limit of \$7,500.
- Grants must be repaid if the property is sold in less than 3 years
- If applicants can repay part, but not all of the costs, applicants may be offered a loan and grant combination

Is there a deadline to apply?

Applications are available year round as long as funding is available, and are processed in the order they are received.

How long does an application take?

Approval times depend on funding availability in your area. Talk to a **USDA home loan specialist** in your area for help with the application.

How do I get started?

Contact a **USDA home loan specialist** in your area.

What law governs this program?

- The Housing Act of 1949 as amended, **7 CFR, Part 3550**
- **HB-1-3550** - Direct Single Family Housing Loans and Grants Field Office Handbook

NOTE: Because citations and other information may be subject to change please always consult the program instructions listed in the section above titled "What Law Governs this Program?" You may also contact **your local office** for assistance. You will find additional forms, resources, and program information at www.rd.usda.gov. **USDA is an equal opportunity provider, employer, and lender.**