



Harrisburg City Council Work Session Minutes March 26, 2019

The Harrisburg City Council met on this date at the Harrisburg Senior Center, located at 354 Smith St., at the hour of 6:30pm. President 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

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

Concerned citizen(s) in the audience. Everyone in the audience was there for items on the agenda.

The matter of a Discussion with Other Agencies:

- Sergeant Greg Klein summarized the report from the month of February 2019. He asked if Council wanted them to keep the alarm activations on the report.
- Mayor Duncan asked if those were for businesses.
- Sergeant Klein told him those were for any alarms in town. Most were for businesses.
- Latta said that there were a lot of concerns in other cities, as the false alarms were a common call out for the Sheriff's office. Therefore, we are keeping track of them to see if it was a problem in our community. It does not appear to be a major problem in Harrisburg.
- Keaton asked about page 2 of the report, in which it stated that they had a Grid Iron Bar Check. What was that?
- Sergeant Klein told him that in Linn County, they will randomly choose bars in different towns and will enter them, in order to verify that there aren't overly intoxicated customers, or minors drinking.
- Keaton wanted to make sure that nobody had called them to call in.
- Sergeant Klein said no, that wasn't the case.
- Boese asked if they contacted OLCC if there were problems. Or did they contact them before they checked?
- Sergeant Klein said yes, they would contact them if there were problems the next day. It's truly random, so they don't check in beforehand. He said that Linn County businesses are really compliant, so they don't normally have problems.

- Keaton said that he had a few salespeople going door to door in his neighborhood again.
- Downey remarked that she normally tells them she's on city council, and what our policy is, and that they needed a license to operate here.
- Eldridge told him to give her a call. If you know the name of the company, she will contact them to inform them of our policy, and to warn them that they will get ticketed if they continue operating without a license in Harrisburg.
- Michael Mattingly, from the Support Services Division of the Linn County Sheriff's Office, was the person who replaced Jim Lepin, who was operating as a liaison with Neighborhood Watch groups in the past. Tuesdays are one of their busiest days, so that's why he hasn't been here before to introduce himself. He also works in social media, Facebook, and Twitter, etc. He works the event in August, for National Night Out, and hands out fun stuff to the kids. He works at a lot of community fairs, schools, and churches, working with people.
- Downey said that we had a quarterly crime forum here in the past, and we haven't had any meetings for quite some time. She'd like to start doing that again, whether it's quarterly, or twice a year.
- Mattingly said that those were disbanded for various reasons; some of them were combining groups, with Neighborhood Watch. But yes, he would be the person to work on that. He has plenty of presentations under his belt.
- Thomas asked if they would provide stickers, or something that we could use for the Harrisburg Harvest festival? She is on the board, and runs the kids zone.
- Mattingly said that he'd be able to do something...including meeting with the kids for a half hour to an hour, etc. He noted that August 3rd was really close to National Night Out. He then added that he also runs the Citizen's Academy sessions. (Please see Addendum No. 1 for the handout) It's a great way to learn about how your tax money is being spent. If you take it, you can actually earn your concealed carry license, as they do have firearms training. They will close down applications around the 9th, and hope to get about 20 people participating. They will take alumni's too, as things are rapidly changing in the industry.

Child Abuse Prevention Month Proclamation

- Sarah Helgeson, Program Coordinator for CAN (Linn County Child Abuse Network), was present this evening. They work with Linn County United Way. Several other groups, such as Lane County, and the North Lane Regional Team of 90by30, are also part of the groups that are working to prevent child abuse. They meet with educators, colleges, Headstart, and community volunteers, to talk about prevention and abuse as a community. They raise awareness by putting out pinwheels; which she will bring by on Friday. She talked about the program, and the challenges that they face. They work on prevention, understanding and recognizing signs of abuse, and knowing how to keep kids safe; as well as preventing neglect, and to keep kids from harm. Being involved in domestic violence, or drug endangerment, it's often hard for people to understand that yes, it's neglect if a child's diaper has not been changed for so long that it's stuck, and hurts them to be removed. They work on helping to prevent child abuse by showing they care, and providing support networks. She encouraged those in the room, that whether or not they have kids, they can help to support the network, which can give them tools for kids to show you what is wrong. There are ways you can help children to communicate. The proclamation states that Harrisburg is actively participating and raising community awareness.

- Downey read the proclamation in full, as it is shown in the Council Agenda. (The proclamation is also on-line on the City's website, as well as being posted at City Hall.)

The matter of Reviewing a Draft of the TMDL Revised Matrix for Storm Water Protection of the Willamette River

Staff Report: Public Works Director Chuck Scholz, told the Council that when he was still a fairly new employee with the city, that Brian handed him a letter from the State of Oregon, that basically said that we hadn't done what we were supposed to do in relation to our storm water permit. Harrisburg is a DMA, which is a Designated Management Agency, because of our proximity to the Willamette River. Those cities that are DMA's are required to prepare and adopt Total Maximum Daily Load (TMDL) plans to reduce the types of pollutants getting into the waterways of the state. After he did some research, he found that the city started this in 2008. 2006 was when the DEQ (Department of Environmental Quality) and the EPA (Environmental Protection Agency) started the storm water protection programs. The City looked at this in 2008, got started, but then never followed up afterwards. So in 2014, we got the letter, and he has therefore modified what they original proposed on the TMDL. You have in the agenda the original TMDL matrix, and the one that we are now following, which was submitted in 2014. He then reviewed what the TMDL was, and the importance of the processes. One of the challenges we have, is that we are responsible for everything inside our boundaries, but also for everything that joins with our system from outside of town.

- Mayor Duncan asked if we are doing something wrong.
- Scholz said absolutely not! We are doing what we are required to do. Temperature is one of the biggest issues; the warmer the water, the more likely it is harboring bacteria and other pollutants.
- Mayor Duncan then asked if it counts that Eugene is sending stuff up the river our way.
- Scholz said that's a good question. Yes and no. The bigger you are, the more regulations you have. DEQ decides the requirements based on population. The larger '4' cities, have the most stringent levels. Last year, DEQ lowered the permit size requirements. Now the same stringent requirements are applied to counties and cities with populations of more than 10,000. Linn County is now working on their MS4 (MS4 stands for Municipal Separate Storm Sewer System) permit, but he hasn't had time to review it yet. He reviewed the best practices that are present in the TMDL matrix, and how the City is meeting those. He was happy to show the Council that much of what you see in the matrix is already being met by the City.

The City has as a challenge, changing some of our code, and requirements, so that we eliminate drainage from properties under construction, which affect our drainage system. Latta said that we do actually require erosion control as a condition on all of the projects going through the land use procedure. The code needs to be updated to include residential property construction. He explained how the code reads for driveways, and that it helps to control sediment, mud and rocks, being dragged out onto the roads. Scholz added that he is a certified erosion control inspector. He stops residential construction, and has them add erosion control processes to their project. Technically, the City doesn't state that he has that authority; we just let them assume. Most contractors respond favorably, and immediately throw in a hay bale, etc., to control run off. One of the things that haven't been done yet is updating the storm water master plan. Thomas asked if there was a cost on that one, and was told yes. It hasn't been updated in some time now. Scholz added that a lot of these control measures are linked together. Improving

one section will help control another problem elsewhere in the storm water system. He was really happy that we are doing so much more right now, than a lot of larger cities.

One of the things he improved, was providing an epoxy label, rather than painting over a stencil at storm water inlets. That's something that DEQ thought was terrific, because there doesn't have to be annual upkeep on the paint. They used us as an example. We truly are doing more than a lot of the larger cities, at around 80% of the listings on the matrix. The City Council continued to discuss the TMDL program with Scholz. They talked about trees that they are adding, and have already added in various areas. Keaton expressed some concern about the ponds in the 100-acre park being too warm, but Latta said that the ponds are much deeper than the river, so we should be in good shape there. Mayor Duncan also expressed some concern about some of our industrial businesses, such as Knife River and Gheen, and the requirements that they may have to meet. Scholz told him that they both have their own storm water permits, due to their size. We are in the same boat; and their maintenance follows what our storm water permit requires. Mayor Duncan thanked Scholz for the amount of work he's done on this matrix, and thought our efforts in keeping the Willamette River clean were great.

The matter of Discussing the Need for a Riparian Inventory

Staff Report: Latta said that the Planning Commission was asked to make a recommendation in relation to a riparian inventory, and they passed that decision on to the Council. He explained the information in the agenda bill, and noted that luckily, we were able to work things out for Knife River, due to the detail on the wetland inventory map. The City should have followed up on this after 2010, and he thinks it would be relatively cheap for the City to take care of this. One of the concerns of the Planning Commission was that inventory might trigger the need for more regulatory requirements by the state. Others on the Planning Commission thought that the Willamette River was the only Riparian area that we needed to worry about. He doesn't think this was the case. Therefore, his recommendation to Council, is that we do this inventory. He believes it would cost under \$10,000. It's not a small amount, but if we get it done, we can point at the inventory when we get more development, and can provide a definitive answer in relation to riparian corridors. If you don't want a riparian inventory, then he'll want to modify the code to not refer to it. Instead, they will need have due diligence on anything that appears to be a stream and have a professional provide a study on it.

Downey asked if we could apply the cost of this project to economic development, and Latta said he wasn't certain that would be applicable. Perhaps a portion of it could be. Mayor Duncan expressed that just like the TMDL, his fear is that we will be dealing with this ten years from now, and Council will state that we should have done this in 2019. Latta doesn't think the state will make us do the inventory. This isn't like the TMDL. Klemm asked how often have we needed this inventory? Latta told him the last land use project needed it. Council discussed it further.

- Downey **motioned to Direct Staff to Solicit Bids for a Contractor to Complete a Riparian Inventory for the City's Waterways. She was seconded** by Keaton, and the **City Council voted unanimously to have staff solicit bids for a Riparian Inventory.** Keaton added that if the inventory had been really expensive, he likely wouldn't have approved it.

The matter of Discussing the Council Seating Layout Options for the Justice Center

Staff Report: Latta roughly summarized the information in the agenda bill. He thought having an informal set up was better than a formal dais, and that it helped drive engagement with whoever was present, as well as with each other.

City Council discussed the different set ups, and liked the tables concept much better than a dais. Latta said that we could use the tables for something like an ODOT training session too, and they can be removed when someone is holding an event in the room. Downey liked that, as did Thomas. She added that she liked that in Salem, as it was more conducive to conversation when people could sit when presenting to the senators. Latta said he wouldn't recommend a triangle like the pictures showed, but rather a few tables and staff to the side, and public testimony at the foot. Eldridge suggested a U shape, and Thomas liked that better than a triangle. Mayor Duncan said that he wanted to still make sure that there was a sense of authority in relation to the City Council. Council liked the idea of having skirts, or something that differentiated the tables from others in the room. Keaton was less concerned about us looking good, then making sure that people know it's a court room. That's his concern. Latta noted that the Judge is fairly laid back, but yes, having two tables for him, or something raised, would be good. The Judge is excited about the renovation, and he's participated on the drawings on that as well. *The consensus was that City Council liked having tables, and would also like skirting, or something that could both lend authority, as well as shielding the view under the tables.*

Others:

- Latta said that we've been having some issues with Class C RV's lately, parking in the downtown areas; Mike Hurd complained about this last week. He asked if we were investing money in our downtown, why we were allowing the RV's to park there when they look trashy. He asked if the council wanted to discuss this at a future work session. We can review ideas from prohibiting RV parking, or perhaps a shorter time frame for allowed parking downtown.

Downey didn't want to discourage someone from parking their RV downtown if they were having lunch someplace, and Klemm agreed, especially if they have a RV unit that costs half a million. Donna Duncan, in the audience, asked if the concern is that people are living in the streets in their motorhome; that seems to be the main issue. Latta told her yes that was one of the issues. Thomas said that she could see no overnight parking in a moving vehicle in the business district only. Keaton liked that too, but his concern was how someone would know coming into the area, from street to street. Latta told him it would be one or two signs per street, likely in the middle of each block. He asked if the Council wanted him to come back with suggestions, and *the consensus was yes, Council would like that.*

- Latta also noted that we had a two year contract with the Linn County Sheriff's Office. He has several different concerns, including the rate increase of 4.5% for this year and next, as well as meeting our biggest concerns with traffic in town. Therefore, he will bring that information to them on April 9th, and get their thoughts in relation to upcoming negotiations.
- Eldridge also reminded Council that their SEI's (Statement of Economic Interest) for the OGE (Oregon Government Ethics Commission) were due on April 15th this year, and to make sure that they turned them in on time.

With no further information to discuss, the work session was adjourned at the hour of 8:08pm.

Mayor

City Recorder



- The Linn County Sheriff's Office offers a twelve week Citizens Academy open to any qualified and interested Linn County citizen. The Citizens Academy offers a unique and detailed look into the dynamic operations of the Linn County Sheriff's Office.
- The next Linn County Sheriff's Office Citizens Academy will be held April 9th-June 25th at the Main Sheriff's Office in Albany, Oregon.

TUESDAYS 9AM-12PM
- Citizens Academy students are introduced to each division and specialty team, and receive classroom instruction and hands-on training in areas such as patrol, corrections, firearms, defensive tactics, traffic enforcement, narcotics investigations, swift water rescue and dive recovery, prisoner transport, and emergency vehicle operation.
- The atmosphere at the Citizens Academy is fun and informative. Classes are taught by Sheriff's Office team members. The minimum age for attendees is 18 years of age, however, applications will be considered for those as young as 16-years-old, provided they attend and take part in Citizens Academy with their parent or guardian (Each must submit a separate application form).
- Apply at linnsheriff.org/volunteer-programs/citizens-academy