



Harrisburg City Council Business Meeting Minutes August 13, 2019

Meeting Location: Harrisburg Municipal Center - 354 Smith St.

CALL TO ORDER AND ROLL CALL: At the hour of 6:30 pm, the meeting was called to order and was presided by Mayor Robert Duncan. Present were Councilors Mike Caughey, Kim Downey, Rob Boese, Adam Keaton, and Charlotte Thomas. Absent was Councilor Randy Klemm. Staff present were City Administrator Brian Latta, City Recorder/Asst. City Administrator Michele Eldridge, Public Works Director Chuck Scholz and Finance Officer Tim Gaines.

CONCERNED CITIZEN(S) IN THE AUDIENCE.

- Moon Summers of 290 Fountain St. was present and requested assistance with yellow paint to help demarcate the entrance to her driveway. She is surrounded by apartments, and people keep parking and blocking her driveway, as well as encroaching on the stop sign, where people can't see to pull out onto the highway. She would like about 20' of the street to be marked with yellow, if at all possible.
- Scholz told her to contact him, and he could discuss some solutions to her problem.
- Mayor Duncan also suggested that she call dispatch if someone was blocking her driveway.

THE MATTER OF APPROVING FEES FOR THE RENTAL OF CITY FACILITIES, AND APPROVING RESOLUTION NO. 1219

Staff Report: Eldridge presented the report and called their attention to the revised Resolution that Council had. The correct Resolution Number is 1220, as shown on the document handed out to them. (Please see Addendum No.1) Downey expressed her displeasure with the suggested fee for the gazebo and Municipal Center. She didn't mind the deposit, but felt the cost for rental was too high, and would discourage citizens from using the Municipal Center. Thomas didn't think that the Municipal Center should be rented for less due to the presence of the kitchen, and indoor bathrooms. Boese suggested that we lower it to \$100, and then lower the gazebo more. Latta said that would be \$100 for 4 hours of use. This building will be used typically for graduation parties, or family reunions. The gazebo is used for weddings, primarily, during the summer. He felt the deposit is more important than anything else. The city isn't trying to recover the cost of the remodel but is trying to charge a fair price. Thomas suggested that with only \$25 more for the building, that nobody would have a problem with it if they get their \$300 back. Keaton felt it was warranted to

limit people from using it all the time; he felt that it was better to match the two buildings in price, even though this building has more amenities. Latta said that the gazebo and this structure were less cost than other facilities that are comparable in other places.

Caughey would consider the gazebo being cheaper; he didn't think that they needed to be the same. Boese was ok with that too. \$100 seems reasonable for either building. Mayor Duncan said that people spend a lot of money to go to the church, or a professional venue. He would be ok with \$100. Latta suggested that it sounds like Council is in favor of changing the fee. Someone can make a motion to approve Resolution No. 1220 but can change the fee to what they want.

- Downey **motioned to approve Resolution No 1220, but to change the fee to \$100 for the four-hour rental of both the gazebo, and the Municipal Center. There was no second, and the motion therefore died.**

Caughey asked what the price was now, for the gazebo, and Latta confirmed that it was \$60. Thomas wanted to increase the fees, and Latta noted that it does cost more for maintenance now, so the cost is relative to what it costs us to maintain both these buildings. Thomas asked if someone actually had to rent the gazebo, or could they use it without doing that? Eldridge explained that the gazebo could be used by anyone, at any time, without a fee being charged. The fee means that they have exclusive use for the gazebo, and that other people would have to step aside. They frequently offered that option to people when they hesitate at the fee being suggested. Downey felt better about that then.

- Keaton **motioned to approve Resolution No. 1220, "A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE."**, as it was presented. Thomas seconded the motion. The City Council then voted, with a vote of four in favor, with Downey opposed. The motion to increase the fee to \$125 for a four-hour rental of either the gazebo, or the Municipal Center, with a deposit of \$300, was therefore approved.

THE MATTER OF APPROVING A NEW LIQUOR LICENSE FOR CHANGKI SEAN HONG DOING BUSINESS AS EZ STOP MARKET AND DELI.

- Downey **motioned to authorize the City Administrator or his designee to recommend that OLCC grant the new liquor license and was seconded by Thomas. The City Council then voted unanimously to authorize and allow the issuance of a liquor license for Changki Sean Hong doing business as EZ Stop Market and Deli.**

THE MATTER OF CONSIDERING WHETHER TO CONTINUE WITH THE FARM LEASE AT THE WASTEWATER FACILITY

Staff Report: Latta explained the complexities of this issue, due to the fact that the Harrisburg Harvest Festival is held on this property, and of the money the festival is raising to help for the community. The bid for the farm property should actually have come to Council a few months ago, but he only put out the bid as of last week. His question now though, is whether we should allow the bid to proceed, or if we should go ahead and pull the bid. The Harvest Festival has been held on the property for the last five years. It uses most of the property located near Peoria Rd. Legacy Farms has held that bid recently, and the owner is one of the members of the Harvest Festival board. However, state law requires that the bid be open, so there is no guarantee that person will continue as the bid holder. The festival is held at the same time each year, so if a crop is held up from harvest, there is no guarantee that we will be able to use the field for the event. He presented some options, including pulling the bid. The Council could also consider the bids, which close on the 20th. We can work with the highest bidder to ensure the continuation of the Harvest Festival, but the language could limit the types of crops used. We could limit crops to those which are harvested earlier. That would be specified in the contract negotiation. His recommendation is to either not

move forward at all with the bid, or to move forward with the bid invitation, receive the bids, and work with the highest bidder to negotiate the contract to enable us to hold the Harvest Festival.

- Kurt Kayner, owner of Legacy Farms, was here this evening due to his concern about making sure the Harvest Festival continues. He has invested tens of thousands of dollars, and man hours toward this event. He isn't concerned about his bottom line; he is only concerned about the festival. The straw bales he produces from the crop, is used as benches, and for the kid's area in the event, so it's not just the main festival area that is at risk. He said that as a farmer, we are highly aware of all the strange rules that the state of Oregon has in relation to what they do. You can't force a farmer to harvest his crop when you want him to. You can put all sorts of language in there, but technically, you can't make him do it. He noted he's harvesting other fields right now, a week and a ½ after the event. His concern is how we ensure that we continue the Harvest Festival. You can't put in language that specifies that a crop has to be out by a certain date. We found out last night, that the FFA (Future Farmers of America) made \$2,700 at the event from parking. If we let this die now, then we've wasted six years of our life, and tens of thousands of dollars. If someone doesn't want to participate, then we cast the event to the wind. It's dead. He doesn't have answers; that's up to the City Council.
- Thomas excused herself from the discussion due to a conflict of interest. She is one of the executive board members; and therefore, moved to the audience.

Council asked questions about the festival, and how much of the field is used for the event. Latta said that the addition of the filtration system, and reservoir should be added somewhere to the back of the event. We use about 20 acres for the total event. Caughey asked if there was enough area for someone to farm, not counting festival areas, to make it worthwhile for a farmer? Latta said that there are 25 acres in the back that are not impacted. However, Scholz pointed out that we count on the 25 acres to produce the straw bales that we need for the event. Larry & Suzanne Isom were also in the audience tonight. Suzanne said that a Halsey farmer was allowed to use the property for years, rent free; everything he did on that property was purely profit. Most farmers pay \$125 to \$150 an acre to farm property. Council agreed years ago to put it out to bid. Every farmer in Harrisburg should be allowed to bid on that. She related how they rent the property across the street, and on the north side of the land in question, and how easy it would be for them to farm this property. They've actually been done with harvesting for over three weeks now. The day we pull out the machines, the straw balers come in, and the field is cleared the next day. There wouldn't be a problem for most farmers to get a crop out by the 1st of August, depending on farming weather, and the crop used. Harvest should be done in a timely manner.

Larry Isom agreed with Suzanne and said the Harvest Festival has to keep on going. He related how the old Harvest Festival used to operate. The event now is really entertaining, and there is no way he would want it to diminish from what it is. He kind of likes it. Caughey asked him if we blocked off that area, and there was only 25 acres, would that be feasible for farming? Isom said with a farm next to that field, it's not an imposition. It would be nice to have all of it. There is land there at the farm that dead ends next to city property. It makes it easy to reach. Suzanne Isom added that if a farmer has giant tractors, then he can't get in there. They are a small farmer and wouldn't have a problem getting their equipment into tight places. Caughey asked them if the straw bales could be provided to the Harvest festival? Larry Isom didn't see why it couldn't be. Boese asked how many people tend to bid on this and was told typically 3 to 5 people. Caughey asked if it was supposed to be 4 years, or 5, as it looked like it was 4 years on the website. Latta told him it's supposed to be 5 years. But then again, Tim Bunnell was also on the contract. What you have here is an invitation to bid, and not a contract. We can try to negotiate with a bidder to secure what is important to us. We can't always depend on Mother Nature, so that always

complicates things. His thought is to continue with the bid and see what we get. Then to negotiate with whoever wins the bid, to try to preserve the Harvest Festival.

Boese asked then, if the worst-case scenario is that someone could say that they didn't want to harvest the crop, and we would lose the use of the grounds. Latta said that the worse case is Mother Nature interfering. The City Council spoke for some time about previous crops planted on the property, and that we used to have sheep on it as well. Kayner said that it can't be pastureland, because we use that property for the wastewater facility. Downey thought maybe corn could be used, or wheat clover. Kayner told her that even clover could cause problems. The state says that you can't force farmers to remove their crop by a certain date. Latta noted that we have a right to work with the type of crop allowed. They can't say they are planting ryegrass, and then change it to a different product. Kayner felt that the Isom's would honor their intentions, if they were to win the bid. Suzanne Isom said that she couldn't imagine why anyone would want to grow anything beyond ryegrass. Mayor Duncan suggested that we could just decide to hold the land fallow. Scholz said that really, everything will eventually become poplar tree fields, including the 25 acres we use for straw. Kayner reminded them that they truly can't make a farmer harvest a field. Even if it's their last field, you can't make them harvest it by a certain time. Mayor Duncan thought we should just decide to hold it as fallow. Boese thought we should just change it to the back 25 acres. Caughey agreed with him. Kayner said that it needs to be maintained. This is very near and dear to his heart. Mayor Duncan agreed, and said that we really enjoy this event.

City Council discussed the event for a longer period of time. Downey suggested that we put out the bid for 25 acres, and then, if we are able to, amend the contract to allow them to farm more acres. Latta told her he would need to ask our attorney if we could do that. Suzanne Isom reminded Council that any crop would need to be planted in the next three weeks to a month. You can't hold off on the decision. Latta said that we can reduce the bid to 25 acres, talk to the attorneys and then find out if we can amend the contract after it's awarded. Scholz added that it's also important to not raise our costs. Latta would then issue an amendment of the bid document, to change the scope, and will apply the question to the attorneys, to see if we can change that after the contract is awarded.

- Caughey **then motioned to accept the bid with the modifications discussed. (To modify the bid to 25 acres) and was seconded by Boese. The City Council then voted with four in favor, zero opposed, and with one in abstention (Thomas, due to a Conflict of Interest) to lease the land at only 25 acres, which would will result in less direct revenue to the City, but would allow the Harvest Festival to be continued in this location.**

THE MATTER OF PROVIDING LAND USE PLANNING SERVICES

- Latta noted that he was trying to take care of this issue before he left, and he suggested that City Council table it tonight. He had asked the city attorney whether we could add this to our existing engineering contract, (Branch Engineering) since they also provide us with planning services. We are also doing business with OCWCOG (Oregon Cascade West Council of Governments). The two entities are a little different in scope, as one is a private engagement, and the other is an IGA (Intergovernmental Agreement). Staff is working on that IGA amendment and will send it out tomorrow. We will reach out to probably Branch Engineering, the OCWCOG, and possibly the LOC (League of Oregon Cities).
- Thomas **motioned to table the land use planning discussion and was seconded by Downey. The City Council then vote unanimously to approve tabling the issue of the land use planning until the next meeting.**

- Latta noted that before we jump to the next topic, that perhaps we should jump to the HRA Meeting, as subject number 5 could be lengthy. He wasn't sure where the Phelps lived, and wanted to expedite that part of the meeting.
- Thomas **motioned to recess the meeting so that we could hold the HRA Board meeting and was seconded** by Keaton. **The City Council then voted unanimously to table the meeting, in order to hold the HRA Board Meeting, at the hour of 7:36pm.**

At the hour of 7:47pm, the City Council resumed the meeting.

THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR

Staff Report: Latta wanted to separate some of the issues on the next topic of discussion. All of these have been recommended by the Personnel Committee. Both he and the Mayor were at the meeting last week, but unfortunately, he wasn't able to attend the meeting last night. We were still obtaining some information, and that might take some discussion. Therefore, they might want to separate the portion of the meeting that will involve OCWCOG, since Ryan Schulze is here to discuss his part in the meeting.

- Downey said that we could just jump to item No. 2.
- Latta said that last time we hired a City Administrator, we had a year in which to do it, and we handled it ourselves in-house. We don't have a year this time around, and don't have the manpower, as Michele doesn't have the time to do this this time around, needless to say. We decided at last week's Personnel Committee meeting to hire somebody to help us. We chose to use OCWCOG to assist us with this. There are a lot of new rules in the HR field, so we have to be really careful. Schulze will train us on what we can and can't say. He gave us a bid, which is close to \$7,000. We feel that there are a few things in it that we will handle in-house. One of those is the brochure. We also added an item to the recruitment timeline, to say that Ryan will return on September 24, in order to do that training. He added that just because we hire them, doesn't mean that they dictate what we do. But they will help guide us. In setting a budget for this process, we don't want to exceed \$10,000. Items 2, 3, and 4 are simple to approve.
- Ryan Schulze, HR Director from OCWCOG, introduced himself. He came in case Council wanted to ask him questions. He doesn't have much to add to what we've said. He will put together a loose proposal. He felt that with what we have in tonight's agenda, that sticking to the \$5,000 for their services is very reasonable; they can do that.

Council asked some questions of Schulze, as did Gaines, who asked if they are doing work for other cities like this. Schulze told him they currently weren't doing this. Thomas asked why we felt we wouldn't have someone starting before January. Downey said that was just an estimate. Eldridge added that it depends upon the person we hire, and what kind of a contract they had from their previous city. Schulze said that what they develop, would be approved by the City Council. Really, for the training session, he'll give them dos and don'ts, we'll evaluate competencies, and will develop questions. Mayor Duncan asked during the process, if we get to the interviews, and we want to talk about an individual, would that have to be during a public meeting? Schulze wasn't sure about that, if he meant the review of the interviews. Latta said that it wouldn't be. Schulze, however, added that technically, it could be discoverable. Everything will need to be documented during that process.

- Caughey then **motioned to authorize staff to contract with OCWCOG for City Administrator Recruitment Services, in an amount to not exceed \$5,000, to accept the timeline for the City Administrator Recruitment Schule, and to approve the total City Administrator Recruitment Budget to not exceed \$10,000. He was seconded** by Downey, and the **City Council voted**

unanimously to contract with OCWCOG for City Administrator Recruitment Services, in amount to not exceed \$5,000, with the total recruitment budget held to \$10,000, and to approve the current timeline for the recruitment process.

- Latta thanked Schulze for attending tonight and asked him to touch base with Eldridge about the agreement tomorrow.
- Latta then continued, back to number 1 on this agenda item. We had talked about a number of things we could do at the Personnel Committee meeting, but we narrowed down to two options. We could either hire in an interim City Administrator, or we could appoint a person to act in the capacity of a city administrator. If we wanted to take on an interim City Administrator, then we would need to look a pool of retired ones, that might be in this general area. The Personnel Committee discussed that, and went over a lot of information, including the job requirements, and hot button issues that the City is dealing with. Those issues are ones that Eldridge can take on. Therefore, the Personnel Committee made a recommendation to appoint Eldridge to the acting in capacity City Administrator. However, we didn't have much information on the total costs of hiring and interim administrator vs. appointing in house staff. He felt that we had those now. He handed out a spreadsheet (Addendum No. 2) to Council, that outlined the costs, including PERS. What Eldridge provided before was in the correct ballpark. However, he had talked with both Toledo, and Newberg, who had formerly retired City Administrators who were now working for them as interims. They were being paid the same hourly wage as the former City Administrator, with no PERS or health insurance. This is a different figure then what had been supplied to us in the past. He felt that we could get an interim administrator, who could work 20 to 25 hours a week, which would be affordable for us.
- Downey said then what he was saying was that we could have substantial savings by hiring an outside interim City Administrator.
- Latta didn't know what the costs would be, but yes, he thought it would be more inexpensive to hire outside and would save us more money than hiring a temporary City Recorder.
- Thomas said that if we hired an interim City Administrator, then they might have more knowledge. However, she pointed out that the figures on the bottom, showing the savings, were actually off by the \$10,000 that was listed as total recruitment costs. The savings wouldn't be as much as shown.
- Latta said that he hadn't caught that, but it's still savings, although it's not as significant as we thought.
- Gaines felt that we were moving too fast. He had wanted to go to the previous meetings and wasn't able to. If he had more time, he probably would have caught that.
- Latta said that he felt it would likely still save us around \$4,000 to \$5,000 to go with an outside City Administrator.
- Thomas asked if there was a large pool of applicants out there?
- Latta told her there was. Two of them were working for other cities. He knows that Newberg had 15 applicants. There were lots of retiring City Administrators out there right now.

The City Council discussed this briefly, and Downey thought it would likely be beneficial for Eldridge to have a really experienced City Administrator there on an interim basis. Mayor Duncan said that we had asked Eldridge at the one meeting, if she would take this on, because of our comfort level with someone we knew. Latta saw a lot of pluses in it. He noted that both the

previous City Administrator with Corvallis, as well as the one from Lebanon, were both in the area. Those are some candidates that they might see. Caughey asked Eldridge how she felt about this change? Eldridge said that she hadn't put herself out there until they asked her to at the last meeting. She felt that she could do the job, but acknowledged that she herself wouldn't be able to focus on much of her current job, if she were also interim CA. She'd be obviously focusing on the priorities for the City. The information she had been given by other cities, that an interim usually cost around \$25,000 for a three-month commitment, was different from the information that we had gotten from Toledo and Newberg. The Council, and Staff, both needed to do what was right for the City. If it brought in someone with more experience, and would cost slightly less than the budget we had previously worked out, then it was the direction the City Council should go in.

Caughey asked Latta if he felt, with the water system, and the other projects we were working on, does he feel that an interim, who wouldn't be as familiar with everything in Harrisburg, would do it as successfully as Eldridge could? Latta said that it would be their primary focus. They wouldn't want to change things and would want to not rock the boat. The person coming in will look at what our key projects are and will talk to the staff person involved with them to find out what they needed to do. One of the things that he felt would be too challenging right now, that he thought about over the weekend, was the fact that we had just re-structured all of the staff, and that each of the department heads were taking on different responsibilities. Pulling any one of them away from their regular duties, is going to make it difficult for everyone. The office is short-staffed right now. In addition, we have the new software, that Eldridge and himself are still new in. We are still learning how to do it. If we pull her off of that, even if it's temporary, it will be more difficult. Any one of them are capable of sitting in his chair, and making sure projects move along, but they would be sacrificing their own jobs, and their effectiveness in doing so. Caughey thanked him for answering his questions. Downey also felt that if nobody was offended, we would go ahead and hire an interim city administrator.

Keaton said that Eldridge would still be involved, as it will be her place to train the new person. Latta said that he compliments Eldridge. She does so much, that if she were to leave, to someplace else in the Tri-County area, that the city would be in trouble. If she were to step into the interim job, she's very good at her job, and would be able to handle it. He truly doesn't know if there is a better City Recorder in the state. Scholz agreed with that and said that there wasn't. Downey had met other City Recorders, and ours is extremely competent. She thinks that Eldridge is truly overworked as it is, so this person would help keep her hours down, and would likely be a mentor to her.

- Downey then **motioned to hire an interim City Administrator, which was seconded by Caughey. The City Council then voted unanimously, to hire an interim City Administrator, rather than appointing someone from in-house.**
- Keaton asked if we were risking getting someone to start right away?
- Downey said that we've been moving along fairly well; and the process is being handled well and is something that Eldridge is really good at.
- Eldridge said that we have been moving really fast and getting that information from the other cities was useful information to have.

THE MATTER OF CONTINUING A DISCUSSION REGARDING LAW ENFORCEMENT SERVICES FOR THE CITY OF HARRISBURG.

Staff Report: Latta said that there is some information he has that isn't in the report. First of all, he met with Coburg on Thursday of last week. Previously, he had met with the police chief, but this time, he also met with the City Administrator from Coburg, who lent her support to the possibilities of obtaining contracted services from them. They also considered the possibilities of providing more than traffic enforcement services for the City. Its nice to have that involvement. He also heard back from the Junction City Police Chief, who also said that he would be able to provide us with a full range

of law enforcement services, if needed. He let them both know that we wouldn't be making any decisions until after the meeting with the Sheriff. He had also sent the memo from our City Attorney to the Sheriff as well as letting him know that he was leaving the City. He also told him that the City Council is still looking at getting enhanced traffic services from other agencies but wouldn't make a decision until after the City Council met with the Sheriff on August 27. The Sheriff was confident that it might be cheaper, but they wouldn't be able to provide better service. He wanted to provide Council with the letter from the Sheriff, as well as the information we had received from Mike Caughey, and those are both in the agenda document. The sheriff will provide a short presentation on where the money goes in his department, as well as additional information.

- Downey wanted them to notice that the letter from the Sheriff says that they can provide guaranteed traffic services at 30 hours a month.
- Latta said that's what he said. These are the questions you asked him to ask the Sheriff. The first was how they propose to achieve our traffic goals. After looking at it, he decided that instead of the 75 we had first proposed, that he could go to 30.
- Downey felt he was being honest with this. Now we know where we are. The other elements in the letter talked about input, but she doesn't feel that they are operating with our input anyway. Also, will we still have the coverage we need for the 4th of July?
- Latta said that we can contract accordingly with the Sheriff in the future, as we have in the past. He would stress that his opinion on this, is that we don't know when the City Council will make this decision, but it will be well thought out. We can continue with the Sheriff's office or go with another agency. We can certainly continue with the current contract, which will allow the new City Administrator to work out the details, to make sure dispatch is taken care of, and make sure that they are involved with the conversations and thought behind what we are doing. He's already laid the groundwork with the agencies we've engaged with. The Sheriff said that he is here to support us, which is a good sign for the City. The City has some options and got an honest letter in response. He thinks that we are moving in the right direction to make a good decision. He added if you have questions, or additional things to ask the Sheriff, or either of the agencies, that he is still here for a little bit of time and can get things started.
- Thomas asked if with the county commissioners, that they control the Sheriffs budget, but with the revenue they get from us, that they don't.
- Latta told her that the money we pay to them is in addition to what the county gives them.
- Mayor Duncan added that the money collected from taxes, goes to the commissioners who control where it goes. The contracted money is given directly to LCSO.
- Downey said that they really went over that in citizens academy too, so people know that. The contracted services go straight into their coffers.
- Caughey said that's what he understood too. Sheriff Riley told us that they get some money from the Commissioners, but the contract cities revenue supplements that. There was a comment made back then that if they didn't have the City revenues, that they would need to lay off 1.5 or 2 deputies.
- Thomas asked if we were the biggest city by far?
- Latta told her we are, but not by far now. Brownsville has over 100 hours, and Mill City has some too.
- Downey asked if they had a substation in Brownsville?
- Latta said that most of the cities had substations. Harrisburg has the largest contract in south county.
- Mayor Duncan said that he wanted to get away from the continual 5% we were being charged every year. We need their services, but we never really progressed to what the 5% increases were being charged for. He hopes that the City Council read Mike's letter, because it's quite clear what we pay for.

- Downey felt that enhanced services mean that you get input, but she doesn't feel like we get that input.
- Thomas felt that it's a lot of money we pay in order to get that input.
- Downey said that he had citizens complaining to her tonight, about the traffic. It seems to be affecting more people now.
- Mayor Duncan said then that on the 27th, they are going to tell us how wonderful they are, and we aren't going to start that discussion about enhanced services.
- Latta said that you can. You just tabled the decision about obtaining enhanced traffic services until after we meet with the Sheriff. You will have the remainder of the fiscal year to continue to get services from them, that the new City Administrator will be able to evaluate. In the meanwhile, we can also get 20 hours a month from another agency, which will allow us to test drive that agency. Now, when you go out for these services, you'll have a better understanding of them.
- Thomas asked though, with our current contract, that we haven't changed anything yet, right? This discussion is for the next contract negotiations.
- Latta told her we lowered our total hours by 45 hours, from 320 to 275. That the only change we needed. They changed to say that they will only charge us a 3.85% increase until they complete their collective bargaining. All the cities will get together with the sheriff on that new contract. We are receiving a few less hours, so we can pay for those hours through contracted services.
- Downey wanted to make sure that we don't talk about enhanced services until after the meeting with Sheriff Yon on the 27th. We promised him we would listen to him.
- Latta asked if you want staff to bring the topic back about enhanced services?
- Mayor Duncan said that we don't want that topic on the same agenda.
- Thomas agreed. When we tabled it, she thought we said we would talk about it at the first September meeting.
- Gaines would look at the budget, but he felt that we should be able to take it from contracted services.
- Latta said that we will make sure that the enhanced services are discussed on the 10th of September.

Others:

- Thomas said that when she was on the Planning Commission, that Latta was in the process of redoing the City code.
- Latta said that he's not done yet. He hopes to have Branch Engineering working on that and is one of the things he wants to talk about. We are probably about a third or possibly halfway through on redoing all the administrative chapters of the land use code. We just completed the natural hazard and riparian sections. The chapters we have left are design standards. There is still a good amount of work left to do on that, depending upon how detailed those chapters should be. We should maybe be working on technical assistance grant through the DLCD. (Department of Land Conservation and Development). That would give us an additional \$20,000 for work being done on the code. He might try to push that through for us; they aren't difficult, and he thinks he has enough time to do that.
- Downey thought that was a nice going away present to leave us with.
- Latta can at least see what the requirements are. Scholz has found out that the small city allotment grants are now a lot more complicated than what they've been in the past. At least the general fund can pay for that.

THE MATTER OF APPROVING THE CONSENT LIST

- Thomas **motioned to approve the consent list and was seconded** by Caughey. **The City Council then voted unanimously to approve the Consent List. The actions of the City Council approved the following:**
 - **The payment approval report for July 2019**
 - **The minutes of June 25, 2019**

More Others:

- Keaton told Council that he wouldn't be able to attend the OCWCOG Transportation Committee meeting, which is next Thursday at 5:00. He asked if someone else could go.
- Latta said that he is the alternate.

Keaton also talked about the Intermodal Transport Facility, which the City Council discussed briefly. Keaton also brought up the wetlands issue and had some concerns about it. Latta said that a lot of bills were killed recently, but that wetlands issue was signed by the governor yesterday. The DSL will do some legwork on that, including an application to the EPA. He saw that going forward. Downey told him that if he continues to work on that, to not forget Harrisburg. Latta would continue to be part of that consortium that was working on that. Dallas was happy about his involvement with that.

Caughey said that he had some concerns about the 100-acre park, which becomes ours in October. How will we control access to that area, and make sure that nefarious activities won't occur there, and that we won't be responsible for it? Scholz said that we haven't had any discussions about where to set up access for that property. We will block off any vehicular access, especially with the river access. Caughey said that some people walk across the privately-owned lands to get to the river. Scholz said that like with a bike path, that we can't fence it off, and is something we'll need to look at. We can't fence off the entire property, as large as the property is. People will be able to get into it. Caughey said his concern is our liability; if we own it, we are responsible for that. Latta said that Roger Nyquist was still interested in that project. The Parks Director was now enthused about it as well. The Marathon organizers were also interested in it, as being a better location for them to hold the event at. But apparently, they aren't doing it this year, and it won't be back. The vehicle access is along the railroad tracks. We can tell Knife River to lock the gate, and put the signs up; just because it's publicly owned, doesn't mean that it needs to be accessible. Liability is something we are concerned with. If somebody is down there, we kick them out. That is on our radar; as you know, we will need to pay Knife River \$52,000 in October. There is a land use procedure still to be done too. That should have happened a while back. Now, it likely won't be partitioned until after October 1st. Downey said that we'll need to add it to our risk insurance policy. CIS has been bringing up issues like people camping on public land. Scholz said that designating it as a park will help with recreational immunity. Downey said that she still wants no trespassing signs up. Mayor Duncan asked how reclamation was going on that property? Latta said that he hasn't been to look at it, but they told him it would be wrapped up by October 1st. Before they close up shop on their mining operations, the state has to approve it. They issue some kind of certificate.

- Latta also brought up the warranty program available from National League of Cities. Mike had wanted more information about that. It covers a water line, from the water main to the house, if something should collapse.
- Downey might be interested in something like that on an older home.
- Scholz said that's what the program is for, is for private property. Utilities own the infrastructure in the public right-of way. We are responsible for a line from the main to the private property. At first, the warranty program was trying to say that they would replace

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from the house to the main line. But the warranty company said no, we wouldn't have access to that. Private property owners can join that program; the city can't.

With no further business to discuss, the City Council adjourned at the hour of 9:06pm.

Mayor

City Recorder

Resolution No. 1220

**A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE, AND
SETTING AN EFFECTIVE DATE**

WHEREAS, the City of Harrisburg has the authority to charge fees for services it provides; and,

WHEREAS, the City has a current fee schedule which it provides to the public, which should accurately reflect the fees that the City charges; and,

WHEREAS, the City finds the recovery of certain administrative costs incurred by the City of Harrisburg to be in the public interest; and,

WHEREAS, the effective date is based upon when the Harrisburg Municipal Center is accepted, approved and ready for rental, which is tentatively mid-September.

NOW, THEREFORE, the City Council:

1. Adopts the Amended City Fee Schedule as shown in **Exhibit A**.
2. Repeals Resolution No. 1174.

Adopted by the City Council of the City of Harrisburg, Oregon, the 13th day of August, 2019, and effective when the Municipal Center is accepted, approved and ready for rental.

Mayor

ATTEST:

City Recorder

EXHIBIT A

City Fees:

Ordinance	Subject	Fee		
2.20.100	Library <ul style="list-style-type: none"> Card – Nonresident Card – Nonresident Senior Citizen Card – Additional Card – Replacement for lost or damaged Overdue Materials Charge 	\$25.00		
		\$12.50		
		\$1.00		
		\$1.00		
		\$0.10 / day		
2.25.050	Photocopies	Size	B/W	Color
		8.5X11	\$0.15	\$0.25
		8.5X14	\$0.25	\$0.50
		11X17	\$0.50	\$0.75
2.25.050	Public records <ul style="list-style-type: none"> Records Request Searches City Charter PW standard drawing Comp Plan, Volume 1 Comp Plan, Volume 2 Zoning Map, Comp Plan Map, or LWI Map (11X17) Buildable Land Needs Analysis Certified copies 	\$30 / hour – Minimum ½ hour increments		
		\$2.50		
		\$5.00		
		\$10.00		
		\$10.00		
		\$3.00		
		\$20.00		
		\$5.00		
3.07.030	Marijuana Sales Tax Rates <ul style="list-style-type: none"> Medical (% of gross sales) Recreational (% of gross sales) 	0%		
		0%		
3.15.030	Lien Search Fees	\$28.00 / search		
5.05.050	Business License <ul style="list-style-type: none"> One Employee 2-10 Employees 11-30 Employees 31+ Employees Rental License <ul style="list-style-type: none"> 1-10 Rentals 11+ Rentals Late Fee	\$30.00		
		\$55.00		
		\$90.00		
		\$105.00		
		\$10.00 / rental		
		\$110.00		
		\$20% / month		
5.05.060	Transfer of Business License	\$30.00		
5.07.020	Home Occupation	\$30.00		
5.09.030	Commercial Truck Permit	\$30.00		
5.10.050	Solicitor License	\$100.00		
5.15.030	Social Games	\$75.00		
5.20.030	Secondhand Dealer License	\$75.00		
5.25.030	Street & Sidewalk Vendor License	\$75.00		

Ordinance	Subject	Fee
6.05.110.2	Small or Miniature Livestock Fee	\$50.00
9.20.030 9.55.110	Sound Amplification Permit	\$30.00
9.50.040	Public Dance License <ul style="list-style-type: none"> • Annual fee • Amount refunded if no dance held • Fee per public dance 	\$325.00 \$250.00 \$50.00
9.52.050	Public Event Application Fee <ul style="list-style-type: none"> • 500 or less people • More than 500 people 	\$165.00 \$250.00
12.10.010 13.05.050 17.35.070 18.15.020 18.20.010 18.22.020	Waiver of Remonstrance recording fee	\$65 First Page, \$5 per additional page, \$5 Administrative Fee
12.15.040	Right-of-Way Permit	\$50.00 + actual costs
12.20.010	Street Trees Purchase and Planting per Tree	\$300.00
13.10.030	Sewer System Fees <ul style="list-style-type: none"> • Sewer Connection • Service Deposit • Delinquent Accounts Tag Fee Turn on Fee 	\$225.00 \$50.00 \$20.00 / tag \$30.00
13.15.030	Water System Fees <ul style="list-style-type: none"> • Service Installation • Meter Drop-in <ul style="list-style-type: none"> ¾" inch 1" inch • Service Deposit • Delinquent Accounts Tag Fee Turn on Fee • Testing Water Meter (user request) • Moving or altering meter • Repair or damage to water meter or city lines • Meter on well 	\$1,335.00 or actual costs whichever is greater \$360.00 \$415.00 \$50.00 \$20.00 / tag \$30.00 Actual Cost (\$50 min.) Actual Cost Actual Cost \$450.00
15.05.140	Fill permit <ul style="list-style-type: none"> • 50 – 99 cubic yards • 100 – 4,999 cubic yards 5,000 or more cubic yards 	\$60.00 \$425.00 + actual costs \$425.00 + actual costs
15.20.110	Flood Hazard Development Permit	\$275.00
18.125.110	Land use <ul style="list-style-type: none"> • Annexation • Appeal to Planning Commission or City Council 	\$1,650.00 \$425.00

Ordinance	Subject	Fee
	<ul style="list-style-type: none"> Comprehensive Plan Map Amendment Conditional Use Permit Historic Permits <ul style="list-style-type: none"> Resource Alteration Resource Demolition Historic Review – District Legal Lot Determination Measure 37 Claim Property Line Adjustment Partition (Minor/Major) / Replat ≤3 lots Site Plan Site Plan – Parking lot only Subdivision / Replat >3 Lots Vacation of street, alley or easement Variance Zone Map Change Zoning Ordinance Text Amendment 	\$1,725.00 \$850.00 \$100.00 \$550.00 \$25.00 \$150.00 \$1,250.00 \$225.00 \$925.00 \$675.00 \$250.00 \$1,175.00 + \$25.00/lot \$975.00 \$425.00 \$1,375.00 \$1,125.00
<i>Miscellaneous Fees:</i>		
	Public Works Crew Rates <ul style="list-style-type: none"> Labor Administrative Fee Drivable Equipment Other Power Equipment Contracted Services Grass Cutting 	\$65.00 / hr 20% of Labor \$25.00 / hr \$10.00 / hr \$ actual costs + 20% \$75.00 / hr
	Gazebo Rental – 4 hours <ul style="list-style-type: none"> Refundable deposit 	\$125.00 \$300.00
	Municipal Center meeting room rental – 4 hours <ul style="list-style-type: none"> Refundable deposit 	\$125.00 \$300.00
	Skate Park Reservation – two hours	\$100.00
	Notary fees <ul style="list-style-type: none"> Acknowledgement Verification or affirmation Certifying copy or witnessing signing Administer oath or affirmation Depositions per page	\$10.00 \$10.00 \$10.00 \$10.00 \$1.00
	NSF check	\$25.00
	Enterprise Zone Pre-authorization	\$250.00

Municipal Court Fees:

Subject	Fee
Payment Arrangement Fee	\$25.00
Suspension Fee	\$15.00
Dismissal Fee	Subject to Violation Class
Show Cause Fee	\$50.00

Subject	Fee
Warrant Fee	\$100.00
Collection Fee	\$25.00
3 rd Party Collection Agency Fee	Subject ORS137.118, and Agency's Commission

Budget for City Administrator Recruitment/AIC Rate of Pay, and Temp City Recorder

Aug 26 to Jan 24

Sept 23 to Jan 24

Weeks	22 Weeks		17 Weeks		
Rate of Pay	\$20	\$25	\$20	\$25	
Hours	25	25	25	25	
	\$500	\$625	\$500	\$625	
CR Temp	\$ 11,000.00	\$ 13,750.00	\$ 8,500.00	\$ 10,625.00	Based on weekly pay.
FICA	\$ 841.50	\$ 1,051.88	\$ 650.25	\$ 812.81	
PERS	\$ 3,436.40	\$ 4,295.50	\$ 2,655.40	\$ 3,319.25	
Total Compensation	\$ 15,277.90	\$ 19,097.38	\$ 11,805.65	\$ 14,757.06	
CA Interim	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00	Based on 9 pay periods
FICA	\$ 516.38	\$ 516.38	\$ 516.38	\$ 516.38	
PERS	\$ 1,958.85	\$ 1,958.85	\$ 1,958.85	\$ 1,958.85	
Total Compensation	\$ 9,225.23	\$ 9,225.23	\$ 9,225.23	\$ 9,225.23	
CA Recruitment Costs	\$ 24,503.13	\$ 28,322.60	\$ 21,030.88	\$ 23,982.29	
Total Costs for the City	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
Administrator Recruitment Process	\$ 34,503.13	\$ 38,322.60	\$ 31,030.88	\$ 33,982.29	
Current CA Total Compensation Report (\$6,030 Per Pay Period)	\$ 54,270.00				
SAVINGS	\$ 19,766.88	\$ 15,947.40	\$ 23,239.13	\$ 20,287.71	Based on 9 pay periods, includes Insurance and PERS
Interim CA	20 Hours	25 Hours	30 Hours	35 Hours	Brian's Hourly
FICA	\$19,558.88	\$24,448.60	\$29,338.32	\$34,228.04	\$45.46
Total Compensation	\$1,496.25	\$1,870.32	\$2,244.38	\$2,618.45	
	\$21,055.13	\$26,318.92	\$31,582.70	\$36,846.49	
Savings	\$ 33,214.87	\$27,951.08	\$22,687.30	\$17,423.51	

**Toledo & Newberg hired outside Interim CA with no PERS and no Health Insurance*