



Harrisburg City Council Work Session Minutes January 27, 2016

The Harrisburg City Council met for a work session at City Hall, located at 120 Smith St., at the hour of 6:35p.m. Presiding was Council President Mike Caughey. Also present were as follows:

- Kimberly Downey
- John Loshbaugh
- Sarah Puls
- City Administrator Brian Latta
- City Recorder/Assistant City Administrator Michele Eldridge
- Public Works Director Chuck Scholz

Absent this evening were Mayor Robert Duncan and Councilor Rob Boese.

Concerned Citizens in the audience:

- There was nobody in the audience that was here for anything other than what was on the agenda.

The matter of Discussing the City's Draft FY-2016/2020 Strategic Plan, and Identifying Priority Objectives

Staff Report: Latta said it's intentional for this to look the same from year to year. The Mission and Values, stay the same for the most part. He reminded them that there are four broad themes, Great Neighborhoods, Public Safety, Efficient Governance, and Economic Development.

Two objectives were no longer in the plan; one was in Economic Development, with the Enterprise Zone Extension; you said yes, you wanted to extend it, and he sent a letter to Junction City asking for assistance for taking care of the EZ in their jurisdiction. We've already followed through on that. The other was the Main Street Program, and as we go through changes in downtown, redoing streets, etc., that will change. The main street program has technical assistance grants, and we can look for opportunities or funding for that. He's still looking into that; it was supposed to be done this year, but he's still looking into it. We were also looking at the Historic District, and becoming a certified local government City; that gives you opportunities from the state historic preservation office. Those are the two removed. We added a couple of new objectives as well. You'll see the addition of becoming a Tree City USA City. That was something spearheaded by Chuck, and the Public Works Committee met and

discussed it. It's something that requires a committee, a plan and objectives, etc., and coordinates around an annual Arbor Day event.

Puls said that Chuck thought it would be a good thing to have, because we do have lots of trees around here. We had most of the criteria met already, such as line items in our zoning code, etc. We already had some of that language, so we can expand on that a little. We can make the committee up of the Public Works Committee, plus two citizens. We have two citizens who have expressed interest in that. Scholz said that we need to have that done at the next meeting, so that we have a month of planning before Arbor Day. We can maybe use some of the same crew that Earth Day uses, for cleanup, etc. Council liked that plan, and were interested in the signs; would they be like those in neighboring cities? Puls said that we didn't get that far. From what she understands, they can't get the signs until it's been submitted for a year. They only allow so many designations a year.

A water conservation plan was moved up into objective no. 5. We just adopted a water conservation plan, which includes education components. Council also talked about a community wide service project as well, which Latta said could be planting trees, or it could cover other objectives as well.

Caughey said that we had also talked about doing something about undergrowth & brush in the Riverfront Park. Latta said that was property next to the Willamette that we think is ours. Safari donated the property to us, but the property never got transferred. We were having an Eagle Scout head the project, and Gheen said no, you can't do that. We haven't pursued that yet, but there's background on it. Eldridge added that she's done lots of research on that. Latta said it was a big deal, but they never transferred the title. We don't know if Gheen is willing to do that or not. There is an outfall they have there; that wouldn't change. We haven't pursued that yet. Loshbaugh asked if it's that piece of property that goes up the asphalt path. Latta told him yes; it includes all of that, and to the river.

Historic Walking Tour: Latta said he modified this because we are working on this to celebrate our 150th birthday. We will hold a historical walking tour, during our two day Sesquicentennial event. That is an objective this year.

Transportation: Latta has been working with the Lane Transit District (LTD), the Cascades West Council of Governments, and Lane Council of Governments, to try to get transit service in Harrisburg. He worked on this a little bit with the LTD, but they said that there was really no reason, and no practical way for them to come to Harrisburg. He asked them why not. They said there are not enough trips between Coburg and Harrisburg to justify it. He pointed out that a bus goes up the McKenzie Hwy, where there are no houses. This is about 8 miles worth of road. Downey reminded him that it's only 4 miles to Junction City. Puls added that they could do a loop! Latta suggested that too, but they weren't interested. We need political power to get that moving, which is why he's working with both Council of Governments. Downey remembered that there was some kind of issue with being charged for the special district too. Loshbaugh remembered that they had a battle to get bus service to the mental hospital; they said it was a hassle to get a bus to the hospital. Latta said that they don't mind going outside of the county, but we have to pay them for it. The City Council talked about options there, such as shuttles, or

trying to pay for a vehicle ourselves, which runs into lack of funding. Downey thought we should work with another city. Puls admitted that some people had said that if we get bus service, it will bring the wrong kind of people. She's heard people say that. Latta had too, that you run the risk of having outside people come in.

Municipal Court: Latta said that on pg. 7, objectives 14 and 15 have been modified slightly. We need to negotiate with the county, and strive to get to a higher cost recovery. He hasn't run the numbers, but he knows we are nowhere near 50%. For Municipal Court, last year, we had hoped to have a full cost recovery, to be cost neutral. This year, he changed it to 75%. Puls said that was an interesting number change in our contract, because it made our goal different. Latta said that when it's budget time, we'll look at how much we spend on law enforcement, and how much revenue we receive.

Downey said that she was still concerned about crime, and those issues, and talked about a recent event. Puls said that we got a lot of feedback from the last meeting. Downey was glad that we decided to have it at the Justice Center. Latta said that we want to maintain that. These are more financial goals, where we can recover some of those revenues. That includes looking at patrols, getting more traffic enforcement, looking at fees and fines, etc. Downey asked if public safety was all about money, but Latta told her no. Their actions are more important.

Recycling Facilities: Latta said that we want to continue to encourage recycling facilities. This was also a goal in the last year, but it was under public safety. We've moved it from the Great Neighborhood section last year, to this section.

Accomplishments: Latta said that on pages 17 to 19, this talks about our accomplishments from the previous year plan until now. He's pleased to see what we've done. It shows that if you have a plan, and work on it, you can get lots done. What does Council want to change? Puls, asked if the objectives were in priority order, and Latta told her that they were in chronological order. Once these are modified, Council can identify priorities in each section that you want us to focus on. That's from our perspective.

Boat Ramp: Caughey said that looking at pg. 5, if the boat ramp was going to be a project still. Latta told him that we are in the process of reclaiming the boat ramp. We did apply for the Connect Oregon Grant. We'll hear in August if we will be getting it or not. Regardless of whether it's in the plan, it's still in the works. Even if we don't get it, we have a meeting scheduled in April with the Army Corp of Engineers, DSL, and maybe some politicians. He is trying to have them here, so they can see the problem. It's an objective we can add, if everyone in favor.

Train Lines: The Council discussed the concept of whether or not we should start looking at divided travel lanes on 4th Street, that would be similar to what we've done on 4th St between Territorial and Smith St's. The railroad is moving north with repairs, and will be here soon. Latta asked if we wanted it to look like the one from Territorial to Smith St; the right-of-way is large enough there to do that. Puls asked if the railroad company didn't want to do it. Latta told

her that they don't mind doing that. You have a dedicated track lane, with rock, and travel lanes, with no parking. It's a longer term fix, and very expensive; there are more upfront costs, you are putting curbs both on the outside and the inside of the road bed, so there are four curbs, as opposed to two, and you are building two streets. Caughey asked if the issue was because it would create two one way streets. Latta told him that's correct; you would have at least two crossings, at Smith and Kesling. Somewhere in between, you might have to turn, but you'll have to go the end of the road and come around. Downey said that's what she does when going to the pharmacy.

Caughey wondered what the advantage was to that, and Puls told him that the tracks will never impact our roads. Loshbaugh added that the train line is isolated from vehicle traffic; it's only for the train. Caughey said so then the road lasts longer. Loshbaugh said that because the rail line is exposed, they can work on it when they need to. The Council then talked about the costs of asphalt vs. concrete. Latta felt it's a good project; we should talk seriously at the Council level, about what do we want to do there? If we want to do it, then we better know how to finance the street. He added that if we go to a divided track/road combination, that there would be no cost to us to fix the tracks, but they won't help with the roads on either side of the tracks either. Right now, everyone drives on the tracks; it's the best part of the road. They wouldn't go for the costs of the road, or the outside curbs, but they might be willing to share costs for the curb on the inside of the road adjacent to the tracks. Caughey asked how much it would cost to have an engineering estimate for that...not a design, just an estimate. Is that a big deal? Latta told him that it doesn't cost as much to get. The more information you give the engineer, the better they can determine the costs. Puls thought that was our next project. Loshbaugh was concerned that if they put in concrete like they did in Junction City, and then we go to an open track, it's probably not going to fly with them. Latta told them that time is of the essence, for us to figure out what we want to do. They are probably more waiting on us right now. Caughey said that we do need information on various costs; Latta told him that he can pull information from our engineering firm on that. He can try getting that information to you in February. Loshbaugh thought that if we can do a five-year plan, then we can let them put in concrete now, and not have open track, and then we come back in, and every couple of years, we can add a street, curb, gutters, sw, etc., At some point in five or six years from now, when it comes back around to a track repair, then you have to pull out the concrete; that might be the time to talk about construction. Puls said that it's really important to the town. She can't imagine the railroad returning and working on these tracks in 5 years. Latta said that they think it's a long term solution, such as 20 years. They are going City to city with this.

Streets and Infrastructure: Council was concerned about the state of the infrastructure, and wanted to find both short and long term solutions in how to maintain them. Latta said that there are many ways to do that, including short and long term financing, as well as assessments, or transportation fees. Caughey didn't want it tied into water and sewer. Latta thought that having a goal of \$50,000 a year; that would let us do quite a few projects. Council also talked about trying to move power lines to underground. Unfortunately, underground lines are the city's responsibility. He thought that it would cost approximately \$40,000 to \$50,000 to move Moore St.'s lines underground.

Crime Prevention Awareness: Council, and in particular, Councilor Downey, talked about adding the community awareness towards crime prevention to the list. Latta said that a lot of things have come to light since he prepared the draft for this. Downey said that they are planning on a forum each quarter.

Infrastructure Improvements (Water & Sewer) for Earthquake Survival & Emergency Response: Council was concerned about the city's infrastructure, especially being on the Cascadia Fault; Caughey asked if we should add some items to pg. 9, objective 23. Latta told him that's what we are doing right now. Chuck goes to some regional meetings, and we are part of a network, if we had structural failures. If we have a catastrophic failure, they'll help us with resources, although we would have to pay them back. He added that he's been to several shelter meetings, and some of the shelters may not survive catastrophic failure. If we have misplaced residents, where do they go? Eldridge said that we have had people stay in our Justice Center before, when the power was out for a week. Latta said that groups like the Red Cross set up shelters at places like the high school or churches; you generally need showers and bathrooms that will accommodate a large group. Chuck is working on an emergency response system for the City. Puls asked if there was a building set aside for certain people; and Latta told her that's a command center, there are lots of parts in that. Loshbaugh said that the fire district has a plan, that's updated every year for the last 30 years. Latta said that each of us should have our own plan; the fire district, the school, and the City. Then we coordinate. His definition of emergency response is not just getting services, but is making sure that citizens are being taken care of. It's a slow process. For us, its issues like how to get water back on line. Loshbaugh noted that each group has someone in charge, and each entity takes care of their problem. Puls said it's important to have a unified or joint command that includes the entire community.

Downey said two times that we've had minor crises in the community, and she was told, it was under control, and she didn't need to worry about it, but she did need to worry about it. She'd like to see a round robin phone call list. That's like you call the Mayor, he calls Mike, and then down the line. Citizens come to us, and we need to know, so if you give us information, you don't have to repeat yourself a hundred times. Latta said that we had an emergency response plan for years that can get water back on line, and keep sewer lines running. We had a back-up generator, but that required that you drive with it to different sewer lift stations and; its labor intensive. We took the time to get smaller generators at those lift stations, that serve that station alone, In the event of an emergency, we make sure it's fueled, and flip the switch. He noted that a round robin is a good idea, but if we have a large scale event, we may not be able to use our phones. Caughey said that we need a communication facility. Puls said that when a disaster happens, City officials, etc., need to know how to participate. If a health inspector is here inspecting, they report to the closest command. She asked if Linn County has a preparedness committee; Eldridge told her that they do.

Latta said that we have a playbook that tells us how to make sure services are being restored. What we don't have is how it coordinates with other services, and the community. There is no communication in that, plus it assumes everyone will be here, and it may not happen like that. Council talked about other ways of communication, such as Hamm radio operations. Council

wanted to see more efforts made on communication. Latta told them that we can add an action that speaks specifically to the emergency response communication plan, and in particular identifying command, etc. Loshbaugh added that for a command center, you need to identify where it will be, along with a primary, secondary, and third location. If you have a major event, there may be no buildings. We have to identify resources that might be available.

Underutilized Properties: Caughey said that in relation to pg. 11, objective 25, he knew that Brian had some movement on it, identifying what properties we have that are underutilized, or that are existing, but are vacant, etc. We have a lot of buildings setting there doing nothing, so he hopes they are paying taxes. If someone comes in, and wants an opportunity to move here for business, then they need to know what spaces are available, what is the square footage, what services do they have. If they say we need 2,000 sq. ft., and electric service, we should be able to accommodate that. Latta said that we are pretty good at identifying those. This objective is about industrial land, some of which is outside of the City, which would include selling farmland, and annexing. But if the right big company comes along, farmers might sell the land. For the residential side, we don't have an inventory, because it's hard to keep track of tenants moving in and out, etc., On the commercial side of things, when he gets requests that aren't specific to property, he knows that a realtor has a better handle on that. We can do that; we can create data sheets that can help to have buildings listed. So here's an opportunity, here's contact information. Who owns the building, who to contact, what is zoning, size of building, etc. Caughey knew it would take some leg work and time, and would probably need to be updated every six months. But if someone does come along, we can see these are your resources, and underused buildings. We'd like to have something other than someone storing paper in the buildings. Puls said that the CWCOC is pretty good about that, if they request it. Latta told her that they ask us to provide it. We say, here these two sites, they say, and oh Harrisburg has that. We have to tell them. He added that he can add that we'd like to put together a building owner's inventory.

Water Meter Replacements: Caughey said that objective 30, pg.16 had to do with replacing water meters. He was concerned with how quick they were being changed out, and thought that the sooner we change them, the more money we save on future materials, and we get more accurate readings, and perhaps more income. Latta, Caughey, Puls, and Loshbaugh had a ranging conversation about the meters being installed, and how quickly they are being installed. Loshbaugh explained about when he was part of Public Works, that you could install ten meters in 8 hours on one day, and then the next, you'd be lucky if you can install two meters because of the older pipes we have, not to mention older specifications, and lines not matching up to the plans.

Caughey wanted to know what the practicality was to accelerating the rate, but Latta said that there is nothing out there that is really misreading. Units we have are operating, and if they don't, we replace them. Puls said that we replace them every calendar year. Caughey felt his concerns were mostly met, but Latta told him that it was a good comment. If we had money, maybe accelerating could work, but we don't at this time.

Solar & Sustainability: Adam Keaton (in the audience) was interested under efficient government, in addressing solar panels. He wondered if anyone had looked at installing solar panels to generate excess power. Loshbaugh said that Dari-Mart has it installed on their store in Coburg. They have a façade that hides it. Keaton wasn't suggesting that we buy solar panels, but if you had a company that wants to develop their own, he wanted us to have the ability to work with that. Latta said that they hadn't looked into that. He added that really, on page 15, he could add the solar to objective 37.

Council Prioritization of the top three or four objectives in the plan:

Some of the suggestions for priority were as follows:

- Crime Forums
- Improving the aesthetic quality of drinking water
- Replacement of the concrete tank at public works, or creating more diversity in the location of where our water is stored in town.
- Improving 4th St., because the railroad was going to be working on that line this year.
- 150th Birthday Celebration.
- Smith St. improvement/
- 100-acre park. (However, Latta noted that it might be more of a priority next year, since we are still waiting on the plan). Council wanted a field trip to the park, because many of them hadn't been there.

Priorities Established by Council:

- Drinking Water Improvement
- Celebrating Harrisburg's 150th birthday
- Improvement of 4th St., from LaSalle Street to Smith St.
- Restoring a functional year round Boat Ramp

Update on Drinking Water Study:

Staff Report: Latta told Council that the speed of the project has been slowed down because, if you remember, our engineer, Ed Butts, was in a wheelchair, and has had surgery, and is continuing with health struggles. He's not completely down, but it is slowing him down. We did have his team come out, and do pilot tests on our wells, and other sources. He has that, and he is working on the study. He's not holding his breath for a February return, but believes he can give us the study in March. It should tell us whether our sourcing should be from the river or our wells. Once we have that decision made, it gets pretty simple. We'll be able to present that pretty rapidly. Latta's goal is to go to the ballot in fall; he has Chuck working on a calendar so that we can make sure we identify all the steps in order to get it on the ballot. He did talk with Chief Griffith at the Harrisburg Fire District, and told them that we are looking at going to vote this fall, his board is now looking at that. He thought the fire district might be able to do May, but his board wants to go in the fall. They will be meeting with Council in February.

- Puls didn't think it was good to delay; its water that people really want.

- Latta agreed, but he's not certain we can get all the steps done for the May ballot. He will work on updating the strategic plan but reminded Council that it doesn't take effect until the beginning of the 2016-2017 fiscal year. He wanted to have this project done in time to focus on the budget. The priorities help us to know how it will impact the budget.
- Latta also supplied a memo from Tim Gaines in regards to the Drinking Water Study (Please see Addendum No. 1). We budgeted for \$125,000 for the study; we know that's going to the high end, because we expect it to cost from \$50,000 to \$75,000. When we were looking at the budget, we knew we were asking for it to come from the general fund, because we were less confident in the water reserve fund. Now with our financial audit returned, we have found that the ending fund balance was better than projected, and it makes better sense to put it in the water reserve fund. We've already paid some bills out of the general fund, because that was the direction we decided on during budget meetings, but that isn't a problem.
- Downey thanked him for all his hard work on the strategic plan. She asked if we had to do a supplemental budget for this action.
- Latta told her that we don't. We budgeted funds in the water reserve funds, and we aren't amending the budget.
- Puls asked if there was an issue with the money paid out of the general fund.
- Latta told her that we will just keep it in there. It's only \$5,000 to \$7,000; only a few checks. We have \$196,593 in the water reserve fund, and we know that there will be a large transfer, and it's healthy. We just want to make sure that Council is ok with that.
- Downey said that was good news.
- Caughey said that as careful as Tim is, and as conservative, he has no issues with that.
- Loshbaugh said we can do it like this on record. When we were hiring a finance officer, we had 7 or 8 people who applied. Gaines was the only one out of the applicants that hadn't worked for another government entity. The answer he got was correct, because he paid attention to the way it was written, and everyone else got it wrong. The others were actual finance officers.
- ***Council consensus was to allow the drinking water study to be paid out of the water reserve fund.***

With no further business to discuss, the Council meeting was adjourned at 8:46PM.

Mayor

City Recorder

MEMORANDUM

To: Mayor Robert Duncan & City Council

From: Tim Gaines, Finance Officer

Date: January 27, 2016

Re: Water Study Budget Expenditures

The City originally budgeted \$125,000 for a drinking water study to determine what our future course of action might be with regards to improving the quality of our water. This was budgeted for in the General Fund for the current fiscal year. Our engineering firm believes that the actual cost will come in under this amount.

I believe this project should be paid for out of the Water Reserve Fund. We would have originally proposed that this project be paid for out of this fund. We were not as confident at the time that the fund would be the best choice. After our audit was completed, I am happy to report that our Water Fund is doing well as of this year. The ending fund balance is better than we projected and I anticipate we may be transferring a larger amount from the Water Fund to the Water Reserve Fund.

The Water Reserve Fund has \$196,593 budgeted for the current fiscal year for Water Reserve Capital Projects. We can use this expenditure line to pay for all costs for the drinking water survey. In hindsight the Water Fund or the Water Reserve Fund are the appropriate funds to use for this type of expense. We also need to be very careful that we keep the General Fund healthy and this change in funding would make me feel more comfortable with keeping that goal as a priority.