



Harrisburg City Council Minutes March 12, 2019

The Harrisburg City Council met on this date at the Harrisburg Senior Center, located at 354 Smith St., at the hour of 6:33pm. Presiding was Mayor Robert Duncan. Also present were as follows:

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

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

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

The matter of Approving the Consent List

- Keaton **motioned to approve the consent list, and was seconded** by Downey. **The City Council voted unanimously to approve the Consent List for March 12, 2019. The adoption of the consent list approved the following:**
 1. **The Payment Approval Report for the month of February 2019**
 2. **The Minutes for February 12, 2019.**

The matter of a Discussion(s) with Other Agencies: Nobody was present from either agency; the Linn County Sheriff's Office typically provides reports at the work session at the 2nd meeting of each month.

The matter of Hearing an Update on the School Bond Projects from Harrisburg Superintendent Bryan Starr

School District Administrator Bryan Starr, 400 S. 9th St., was present to give an overview of the projects that had been approved by the School Board, that would be the first to be worked on in relation to the approved School Bond. (Please see **Addendum No. 1** for a copy of the handout that he provided to Council).

Council had questions about replacing the track and field elements, and the City asked if the contractor was not specifically using the old light poles, if the City might be able to use them. They could be utilized for lighting during the Harvest Festival. Starr said that he would look into that. Council asked when the projects would be started, and were told that the track and seismic

work in the gym would be replaced in June. During this summer, they would work on the cooling tower, piping, and fire alarms, etc. The remodel of classrooms would likely be next summer, although he noted that some of the work outside of the regularly used classrooms, might be completed this fall, if it doesn't interfere with classes. The deferred maintenance on roofs, and the HVAC system would also be completed this summer. He also related that the board had talked about setting up an education donation fund/foundation for the school. Council thanked him for providing them with information.

The matter of Discussing the Fiscal Year 2017-2018 Audit Report with the Auditor Steve Tuchscherer.

Steve Tuchscherer, the City's auditor, from Umpqua Valley Financial, LLC, in Roseburg, provided the City Council with general information in relation to the City Audit. He related that the city funds were in great shape. The auditors had some challenges with how to determine the correct accounting laws and functions to use when dealing with the HRA refinancing, as well as the Targeted Improvement Loans, and specifically the forgiveness of debt portion of those loans. They spent some time with bond counsel to make sure that they were educated correctly on the City's financial records in relation to the bond. It took them a little more time than they have in the past to make sure that those were all accounted for correctly. He gave kudos to the City Council and HRA Board as well, for paying off the previous HRA debt, and for how they were dealing with the water bonds. They had saved the citizens hundreds and thousands of dollars in terms of interest saved on that.

In addition, Tuchscherer reviewed the other challenging part of auditing municipalities. That had to do with post employment benefits liabilities. The audit reports that Council see's, are written in relation to Government Accounting Standards Board (GASB). If you aren't a CPA, then you are likely going to have difficulty reviewing and understanding the report. The same standards that apply to a large city like Portland, also apply to Harrisburg. The letters that he provides in the report, such as the independent auditor's report, and the Management's Discussion and Analysis report, are really the parts of the report that are the easiest to understand.

- **Thomas motioned to approve the City's Fiscal Year 2017-2018 Audit Report with the Auditor Steve Tuchscherer. She was seconded by Keaton, and the City Council voted unanimously to approve the City's Fiscal Year 2017-2018 Audit Report.**

Because the auditor lives in Roseburg, the City Council decided to recess to hold the HRA Board Meeting so that they could hear the Audit Report for the HRA. **That recess was called at 7:08PM.**

The City Council Meeting resumed at 7:24PM.

The matter of Considering a Request for a Memorial Picnic Table in Riverfront Park

Staff Report: Latta noted in the agenda bill, he wasn't able to outright approve this for the family, because the criteria of the person being deceased wasn't met. According to the policy, those types of requests must come in front of Council. He reviewed the reasons for why they wanted to obtain a table now, as related in the agenda bill. He noted that we could purchase the table, and have it installed, if the plaque can be attached later. If it can't be attached now, then we can accept the payment for the memorial, and then purchase it in the future. That will meet their needs.

- **Boese motioned to approve the Memorial Picnic Table and Benches for Ms. Ann Smith, and was seconded by Downey. The City Council then voted unanimously to approve the Memorial Picnic Table and Benches for Ann Smith.**

The Council briefly discussed the memorial policy, noting that only Riverfront Park is restricted. Scholz shared that the north part of the park does not have many memorials, and Latta thought we could replace the older tables to the north of the gazebo, if they are not memorials themselves. The other parks in the community can all be utilized for memorial requests.

The matter of Improvements to the Harrisburg Justice Center

Staff Report: Scholz handed out the Notice of Apparent Low Bidder and Engineer's Recommendation for Award of Contract. (Addendum No. 2) Latta reviewed the information in his agenda bill. The lowest bid was disqualified because the bidder did not meet the requirements of the bid package. Therefore, the engineer's recommendation was that the City awards the contract to Bridgeway Contracting LLC in the amount of \$345,527.00. The budget for the project comes from both the general fund, in capital outlay, although some of the engineering work for the project has already been paid out. The additional funds needed are in the community and economic development capital outlay line.

Because it had been a while since Council asked questions about the configuration of the changes, they asked questions about placement of rooms and some of the changes, which Latta provided to them. Keaton asked how much the difference was between the engineers estimate, and the bid we are being asked to approve, and was told that it was inside the range, as the engineer had estimated \$325,000 to \$375,000. Boese also asked how much we had spent on engineering already, and Scholz told him it was approximately \$29,000. Latta said that the timeline is to have the work completed by the end of June. The City is being very frugal in what we are doing. He emphasized what we were trying to keep the closure of the library to as small a period as we can, and that we would still have some services, such as reading times on Friday, and Saturday, still available during the time the library is closed. In addition, patrons will still be able to check out books from other libraries.

- Keaton **motioned that we award the remodeling contract to Bridgeway Contracting, LLC, in the amount of \$345,527.00. He was seconded** by Downey, and the **City Council voted unanimously to approve the award of the contract to Bridgeway Contracting, LLC.**

The matter of Reviewing and Approving the 2017-18 HRA Annual Report

- Thomas **motioned to approve the 2017-18 Harrisburg Redevelopment Agency Financial Report, and was seconded** by Downey. **The City Council then voted unanimously to approve the 2017-18 HRA Annual Report.**

Others.

- Downey thanked Latta for coming down and shoveling snow away from her garage when she was heading out of town to attend the CIS Conference. She wanted everyone to know how nice he is for doing things like this.
- Latta gave a legislative bill update, on the wetland topic, and on the wetland mitigation bank topic. He was invited to testify on both issues; the wetland mitigation bank topic is one in which he was invited by the co-chairs of the house bill. That particular bill has a potential of having a greater impact on Harrisburg. He added that we will have a work session on the 26th of March. We will need to still have the conversation in relation to homelessness, and there will also be information in relation to the TMDL. (Total Maximum Daily Loads.)
- Scholz said that this is in relation to the total max daily load in our storm water. Storm drainage often has things like mercury, bacteria, and sediment that gather through the storm system and the steps we have as a City that we take to lessen that.

- Boese said that the DEQ (Department of Environmental Quality) is all over that, and it looks like it's getting harder and harder to meet their requirements.
- Scholz agreed with him. He added that the state requires that the City Council see the matrix, and what our five year plan is to reduce the load.

With no further business to discuss, the City Council adjourned at the hour of 7:58pm.

Mayor

City Recorder



Project Management

REMAINING PROJECTS

March 11, 2019

Decisions about which projects to fund must be made on the remaining projects. Three types of projects remain – Architectural, Deferred Maintenance and Security/Safety. This packet provides some background information about all three types of projects. Cost estimates will be presented at the April meeting.

Architectural projects

1. Warehouse

- After exploring several options, the least expensive way to provide storage space is to repurpose Business/Computer classroom #534 for storage.
- Recommend allocating minimum funds to reinforce walls and/or floor finishes to withstand bumps and scrapes that come with moving furnishings. Allocate \$50,000

2. High School north parking lot

- Existing pavement shows signs of severe wear – especially the bus/car/truck driving lane. The parking stalls are not as badly worn.
- TRS recommends replacing existing paving of driving lane and a seal-coat overlay of existing paving at parking stalls. Estimate cost \$???
- Lighting of parking lot is not adequate. It doesn't meet current standard of light level.
- TRS recommends upgrading existing lights with LEDs to improve visibility and safety. Estimated cost \$???

3. Baseball fields

- Fields are in poor shape due to lack of irrigation system and inadequate drainage system.
- Estimated cost to install irrigation system is \$???
- Estimated cost to repair drainage system is \$???

4. District classroom upgrades

- Upgrade existing classrooms, corridors, support rooms and offices in all schools by painting walls, replacing damaged ceiling tiles and/or flooring, repairing operating windows and door hardware and re-lamping light fixtures with LEDs. Allocate \$???
- Remove abandoned boilers in middle school basement and fix water leak(s). Allocate \$???

Deferred Maintenance/Security projects

The Board asked TRS to recommend which deferred maintenance and security projects were the highest priority and could be done for 2 million or somewhat more dollars. The spreadsheet on the opposite page shows all of those potential projects and their current cost estimates. Note that the projects in the shaded area are recommended to be approved by the Superintendent. The recommended projects column will be filled in for the April meeting.

March 11, 2019

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



RE: Justice Center Remodel - Notice of Apparent Low Bidder and Engineer's Recommendation for Award of Contract

The City received the following bids for the Justice Center Remodel project.

| | |
|--|---------------|
| 1. <u>Bineham Construction, Inc.</u> | \$ 344,842.00 |
| 2. <u>Bridgeway Contracting, LLC</u> | \$ 345,527.00 |
| 3. <u>DGS General Construction, Inc.</u> | \$ 417,000.00 |

You indicated that DGS General Construction, Inc. submitted a bid package which was incomplete or otherwise non-responsive. We have also verified that Bineham Construction, Inc. was not on our plan holders list as required in the invitation to bid. We have reviewed the bid package submitted by Bridgeway Contracting, LLC and found it to be satisfactory with respect to completeness and responsiveness.

I recommend that the contract be awarded to Bridgeway Contracting, LLC in the amount of \$345,527.00.

Sincerely,

Digitally signed by Ricardo Hernandez

Branch Engineering Inc.
Rick Hernandez, P.E., S.E.

EUGENE-SPRINGFIELD

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