



Harrisburg City Council Minutes
April 13, 2016

The Harrisburg City Council met on this date at City Hall, located at 120 Smith St., at the hour of 6:30PM. Presiding was Mayor Robert Duncan. Also present this evening were as follows:

- Kimberly Downey
- Mike Caughey
- Robert Boese
- Sarah Puls (Arrived 6:36pm)
- John Loshbaugh
- Adam Keaton
- City Administrator Brian Latta
- City Recorder/Asst. City Administrator Michele Eldridge
- Public Works Director Chuck Scholz

Absent this evening was Youth Advisor Devon Contreras.

Concerned Citizens in the Audience: Everyone in the audience was present for items on the agenda.

Consent List Approval

- Loshbaugh **motioned to approve the consent list, and was seconded** by Caughey. **The Council then voted unanimously to approve the consent list. Approval of the consent list allowed the following:**
 - **The payment of the March 2016 Bills**
 - **The Minutes of January 27, 2016 and March 9, 2016**
 - **Travel for the City Recorder/ACA to attend the annual City Clerks Association of California Conference in Newport Beach, California**

The matter of Approving Ordinance No. 944, “AN ORDINANCE APPROVING AN AMENDMENT TO HARRISBURG MUNICIPAL CODE CHAPTER 2.20”

- Boese **motioned to approve Ordinance No. 944, “AN ORDINANCE APPROVING AN AMENDMENT TO HARRISBURG MUNICIPAL CODE CHAPTER 2.20”, and was seconded** by Downey. **The City Council then voted unanimously to approve the amendment to the Library Board Ordinance.**

The matter of Reviewing and Approving Resolution No. 1131, “**A RESOLUTION DIRECTING ALL LICENSE REVENUE TO BE PLACED IN THE COMMUNITY AND ECONOMIC DEVELOPMENT FUND AND REPEALING RESOLUTION NO. 1114**”

Staff Report: Latta told the Council that we had created a policy to make sure that the license revenue was being split between funds following the original formula that was approved by City Council. However, as we have been preparing the budget, we had determined that it would be better for us to provide a sustainable and modest revenue source for the community and economic development (C&ED) fund. Therefore, we are proposing that we repeal that resolution, and instead, transfer all the funds raised through license revenue to the C&ED fund.

Loshbaugh asked how the money had been divided up previously, and Latta told him it was 40% of the revenues to the C&ED fund, and 60% to the general fund. They didn't feel that the change would greatly affect the general fund. Loshbaugh asked if the general fund needed the revenue, if we'd be able to change it back. Latta said yes, we could. For at least the next five years, it should be sustainable to do this. Downey added that we want to improve our local economy, and this would help.

- **Caughey motioned to approve Resolution No. 1131, “A RESOLUTION DIRECTING ALL LICENSE REVENUE TO BE PLACED IN THE COMMUNITY AND ECONOMIC DEVELOPMENT FUND AND REPEALING RESOLUTION NO. 1114”, and was seconded by Downey. The City Council then motioned unanimously to approve Resolution No. 1131, and thereby placing all business license revenue 100% into the C&ED Fund.**

The matter of Approving Resolution No. 1132, “**A RESOLUTION AUTHORIZING THE CITY OF HARRISBURG TO CLOSE THE HART FUND AND TRANSFER MONEY TO THE GENERAL FUND**”.

Staff Report: Latta noted that HART Director Edie Moro is here, and will talk with the Council later this evening, along with HART Board Chairperson Josh Ressler. The HART Family Resource Director will become a 501(c)(3) on July 1, 2016.

Councilor Sarah Puls arrived at the hour of 6:36pm.

- Latta added that this won't be effective until the start of the next fiscal year.
- Moro commented that this is part of the process, and she will provide more explanation later in the meeting.
- Caughey wanted to know if any of the balance will be turned over to the HART Center.
- Latta said that we will be transferring some funds to them, most notably some of the grant funds.
- **Loshbaugh motioned to approve Resolution No. 1132, “A RESOLUTION AUTHORIZING THE CITY OF HARRISBURG TO CLOSE THE HART FUND AND TRANSFER MONEY TO THE GENERAL FUND”. He was seconded by Caughey, and the City Council voted unanimously to approve Resolution No. 1131, and thereby closing out the HART Fund as of July 1st, 2016.**

The matter of Approving Resolution No. 1133, “**A RESOLUTION AMENDING THE JOB DESCRIPTION FOR THE LIBRARIAN, CITY ADMINISTRATOR, AND CITY RECORDER/ASSISTANT CITY ADMINISTRATOR**”

Staff Report: Latta noted the justification for the change is in the agenda bill; this change will give Eldridge more time to handle her regular job duties, and puts all the departments of the city into his hands.

- Caughey said that Eldridge is also a notary, which comes in handy for the City; should we be writing that into the job description? Or should it belong to another position?
- Latta said it’s nice to have in the office, but we haven’t considered writing it into the requirements.
- Puls suggested that the Personnel Committee could figure it out and bring it back to the Council if needed.
- Eldridge said that she felt it should not be tied to a position.
- Latta said that it could be a policy instead.

Loshbaugh questioned that the City Administrator job description said that he was responsible for all disciplinary procedures. He felt it should go through the proper supervisor instead. Latta told him that was the process. The policy is already in place for how discipline is handled, which is first by the supervisors. He oversees the actions done by the supervisors and department heads. Downey added that we have to go through CIS for any actions that can lead to termination, or termination itself. We are penalized if we don’t use the pre-loss division for that. She said in the past, that the Personnel Committee and the City Council were acting like employment law attorneys. Loshbaugh asked if the evaluations are also seen by Latta. Latta said that they were; he signed off on them. Loshbaugh asked if the disciplinary actions go through the Personnel Committee, and then Latta? Latta said that we will talk about that later. He is allowed to give individual committee members and individual councilor’s information, and they are allowed to give him advice.

- Caughey **motioned to approve Resolution No. 1133, “A RESOLUTION AMENDING THE JOB DESCRIPTION FOR THE LIBRARIAN, CITY ADMINISTRATOR AND CITY RECORDER/ASSISTANT CITY ADMINISTRATOR. He was seconded** by Downey, and the **City Council voted unanimously to make the changes to the job descriptions as noted in the agenda bill.**

The matter of Proclaiming May 2016 as Mental Health Month in the City of Harrisburg, Oregon.

Dick Knowles; Chairperson of the Linn County Mental Health Advisory Board Report:

Knowles said that he had table tent brochures in the front office of City Hall, and that gives information for who people can call when there are issues that someone thinks has to do with mental health. We do have training available for people, which provides a little more than just making yourself comfortable around people who have problems with mental health.

- Mayor Duncan noted that awareness of how mental health affects all of us is so lacking. He imagines that the police and deputies deal with it more than we actually see. Having more organizations that assist with mental health is something we need. He then read aloud the proclamation as shown in the Council Agenda.

The matter of Reviewing Budget Committee Member Applications to Fill Vacancies on the Harrisburg Budget Committee

Staff Report: Eldridge explained that when Adam Keaton was appointed to City Council, that we had lost a person on the Budget Committee, plus we had another person who didn't want to serve again. Kyle Greene was recommended to us by former Budget Committee member Matt Stouder, and Raande Loshbaugh was also willing to serve. Kyle works for the City of Springfield and Raande is a retired employee of the Linn County prison system.

- **The Mayor then appointed both Kyle Greene and Raande Loshbaugh to serve on the Budget Committee with terms ending on December 31st, 2018.**

The matter of an Update from the HART Center Director, Edie Moro on the Work the HART Center is doing for our Community, and an update on the Status of Becoming a 501 (c)(3) Organization.

HART Director Report: Moro said that Josh Ressler was with her tonight; he's the current Chairperson of the HART Board. She handed out some documentation about the HART Center. (Please see Addendum No. 1), which talks about the HART Center from its inception, and why they are moving away from the city. It also gives a synopsis of the programs and resources that they provide. She and the Library work closely together to provide some programs to the city, such as Women's' Night Out, and other activities. They will have future activities that will be for adults, as well as kids and families all together. The 2nd Annual Multi-Cultural Celebration will be held on this upcoming weekend, April 16th. The event will be held at the Middle School under the covered playground area. We will have Chemawa, Aztec and Scandinavian Dancers, vendors and food. Josh is our DJ, and will be playing Americana songs when the other music isn't playing.

She continued, saying that she inherited a grant from Peggy, the previous director, and talked about the Women's Circle program. One of the things that leaving the city will do for HART, is to give them more flexibility in how they use the funds available to them. We will be able to use volunteers to run programs; right now, volunteers have to be present with a staff member. The city provides wonderful support, but they will be able to be more creative with funds providing services for the center. She talked about some of the other programs they have right now, such as the Community Garden as well. They still have a lot of work to do before July; they will be taking over all the assets for the HART Center, and have a draft of the agreement for using the buildings put together; those will come to Council later.

- Caughey said that he's always impressed by Edie. If there is anyone who can do a lot of stuff, with no money, no help, and no time, it's Edie. He thanked her for all that she's done.
- Moro said that there are still a lot of people who don't know of all the services they provide.
- Mayor Duncan asked about the dental van, and other services they provide; with the Oregon Health Plan, how often do people come in needing services?
- Moro said that they come twice a year right now, and they don't charge, they can provide services for free. She's helped to raise funds for them, in the \$300 range. They provide thousands of dollars in services, for very little money; they get funding from elsewhere.

They will also be providing an adult hygiene clinic. That can be billed to insurance, otherwise, it costs \$40.

Mayor Duncan asked if someone could donate to that specifically, and Moro told him yes, they could. She related some of the stories about people who had benefited from the program. Latta said that Moro had given him a list of the assets there, and his intention is to surplus those items, and to give them to the HART Center. We also plan on holding a lease, much like the one held by the museum, which is charged \$1 a year.

The matter of Approving an IGA with the Linn Libraries Consortium and Reviewing the Linn Libraries Consortium Resource Sharing Project

Staff Report: Eldridge told the Council that the Library is part of the Linn Library Consortium group, and explained/summarized the information about the agreement with them that is in the agenda bill.

- Bryan Miyagishima, who is in charge of the LBCC Library, said that we serve the people in Linn County, and the cooperation between libraries is really important for us. The Harrisburg Public Library has 12,000 titles, and is a nice collection, but by opting in to resource sharing, patrons have access to over 300,000 titles throughout the county. That's what this is all about. Residents here, can order books from any other library, and it will be delivered to Harrisburg, at no cost to them. He knows that our budget is tight, but the IGA doesn't obligate you to the program. In 2016/2017, the grant still covers the courier program. We are working on making the courier program cheaper, so that the smaller libraries can afford them.

Boese asked about the courier system, he knew that they had gone live. Miyagishima said that there have been some delays, and they were waiting for everyone to go live. The agreement had to go through City Councils, and the Harrisburg City Attorney had to review the IGA, so we took a little more time than what we wanted in the beginning. Boese asked how the system was working, and Miyagishima said that it was great. It is generally taking two to three days to get delivered, which they do on Tuesday or Thursdays. Right now, a patron can get an email, or a text when it's ready to get picked up. Downey was really enthused about the program. Miyagishima told her that some libraries hold back the newest books, or really expensive titles for their local patrons, but the vast majority of most of the collections were available.

Miyagishima said that the average cost for the courier system right now is around \$1,000; that requires your residents to order about 100 books through the year to make up for it. So far, Sweet Home has reserved around 40 books a month without any promotion. Boese asked how the marketing was being done for the service. He hoped that Spangler would use the city's networking systems. Miyagishima wanted to hold a grand opening, with a courier going between libraries. Scio, because of their anniversary this year, wanted to do a Pony Express, to Sweet Home, to transport their book. Council continued to ask questions about how they could order books through the system. Miyagishima said that was one thing that needed to happen, is that the city needs to link to the system.

Spangler said that the price of this comes out of her book budget, which is still pretty small, so it would be nice if we could increase it a tiny bit. Downey said that newest books can

stay with us, correct? Spangler said yes. She'd like to expand a little bit on her audio and video sections. This system will bring people back to the Library.

- Puls **motioned to authorize the City Administrator to enter in the Linn Libraries Consortium Intergovernmental Agreement, effective from the current date until June 30, 2017. She was seconded** by Downey, and the **City Council voted unanimously to approve the IGA with the Linn Library Consortium.**

A Report from the Harrisburg Museum Board

- Jeff Jeunaman, member of the Harrisburg Museum Board, informed the Council of what the Museum had been doing over the last year. He was standing in for Don Bowers, who was in Hawaii this week. They had 600 visitors last year, including 100 1st graders and their chaperones, visitors from 15 states, and New Zealand. They participate in the Harvest Festival, and the 4th of July. They had an appreciation party earlier this year, and had an ice cream social, a doll making class, a play, and so on. The depot building is nearing completion. They have a plan for exhibit areas, and rotating displays. They hope to get old 20 & 30's model trains. Jeunaman hoped to get another 30' of rail line in there; he'd love to get the big engine from Portland for the Sesquicentennial Event.
- Latta appreciated the work of the museum board. The agreement we have with them included a financial agreement. It's been great working with them. The steam engine rides at the Harvest Festival were really popular.

The matter of Discussing with the Fire District Board options for Fire District Obtaining the Cedar Square Lot and Surrounding Gravel Lots

Staff Report: Latta said that there wasn't much in the agenda bill, because the board needed to let the Council know what their interest was.

- Bart Griffith, Harrisburg Fire/Rescue District Fire Chief, said that they had been talking to the citizens about the new station, which they had intended on taking to the voters this year. They had the property that they were leasing to the Diamond Hill Paintball business set aside for a new station. However, the people he's been talking to, want to keep the station in a central location, rather than going out to the S. 6th St. location. The 4th of July celebration was a big reason for some of that. After looking at the property next to the current station, it started looking like it would be more advantageous to us to put the new station there instead, they would only have to alter things a little bit.
- Bob Bronson, the Fire/Rescue Board President, told the city that back in 2006, the City had a vision of a municipal Center at that location, but when the land bank became available, you switched to this location. The City needs additional park areas in town, and that location on S. 6th St. is a good one for the City, that can link and make a great corridor to the bigger park south of the city. He hoped that maybe we could work something out. He talked about the advantages of the resources already available at the City property that they were interested in, and that they could use the old station as a training facility and storage. They'd like to go to bond in November, and interest rates right now are the best they've been for some time. They are talking to the architect

about a change in the plans, and using the footprint for their current equipment. They are ahead of last year at this same time for calls right now.

- Chief Griffith said that we are two months ahead of last year's volume at this same time last year.
- Bronson said that we just upgraded our boat; they bought a new one at a great price, and are selling the old one. We are the only spot between Eugene and Corvallis for a water rescue, so it's important to them. There are more activities that they are providing in this area. He thinks we can sit down and come together with a great plan for both of us. This area is central to the city, and can be used for the museum, and fire department. We can build a structure that people will be proud of, and that will last for the next 15 years. We have to remember one thing; regardless of which side it is, it's the people's money. We are all tax payers, and we have a responsibility to use those resources well.

Council asked questions to firm up where the other property belonging to the fire department was located. The board passed out a map (Please see Addendum No. 2) showing the property that the district is interested in. Bronson said that he hoped to work out a trade with the city for the properties. Mayor Duncan asked if we'd be able to work out an easement there to use to get to the park, and Latta said that the land in between the property there on 6th, and our park property is owned by someone else, so it doesn't mean that there is an automatic corridor down to the park there. He wanted to understand exactly what the Fire Board wanted to do. Did they want a straight swap? Or will they retain the current building? Bronson said that they could work on something, and suggested a committee of a couple of people from each group, where we can work on numbers and values. We want to have land to build a new station, but also want to keep the current facility, which they can use for training and storage. We don't want to keep emergency equipment in that building.

Latta reminded him that a difference in the properties needs to be pointed out. Our property they are interested in is commercial, while the southern property is industrial. The commercial property also has improvements, while the industrial property doesn't. Does the fire district have any interest in retaining the Cedar Square office structure? Bronson told him that they were working on the redesign for the station now, and will know in about a month to six weeks, what kind of a footprint they will need. Latta told him that you just talked about public dollars, and the public trust, but we've probably put in \$225,000 to \$220,000 into this building, and it's perfectly good; we can't just trade it away. One of the board members thought he was talking about the gravel lot, but Latta told him no, it was the building itself there on the corner. We've put in money to upgrade that building. He hopes that you'd want to incorporate that into your design, rather than throwing out a good building.

Bronson said that the architect they were using was looking at the possibilities there. Right now, there are limitations, but he thinks we can both come up with a good solution. Latta said that he wants to help you from your perspective, when you go to the voters. You can incorporate this building into your design, and not throw away a good building. One of the Fire/Rescue Board members in the audience said that they were trying to look at the historical component there, trying to match up the building with the requirements. Bronson added that the architect has been showing them some designs that incorporate the heritage of the community.

At the time that they built it, Morse Brothers did a good job with that office building. Now we need to have something with a little character. He pointed out the warehouse opposite of city hall, and the 1880's character of the building. Chief Griffith said that we had also talked about lifting that building out (the Cedar Square building), and moving it. He thinks that is the direction that they would rather go in.

Latta talked about thinking like the voters of the community, and Bronson agreed, that we needed to provide them with more value. Latta said that he also needed to make sure that the Fire/Rescue Board knew that this is our current location for the future library. We need to come up with a place for that in the interim, if the board were to purchase the property, if the Council chose to relinquish that to the fire/rescue board. The Council and the board talked about when they were going to the voters, which the board had thought would be in November. Chief Griffith said that the sooner, the better. If they have to go in a different direction than what they planned, then they needed to have that together very soon.

Latta asked Council who wanted to be involved with the process, and reminded them that we couldn't constitute a quorum for any of the committees. *It was determined that John Loshbaugh and Rob Boese would qualify for that.* Downey said that she thinks it's a great idea, but there are two hurdles; one is the promised land for a library. Now with that IGA we just approved, people will want a bigger library. With the value of that property, and the one out there on 6th St, it's not really something we can use. She is worried about the value between the two properties; she can see taxpayers saying why in the world would the city trade something that has such an out of whack value? Bronson said that it's not a straight across trade. He was using a metaphor when he said that. Downey said that we are both here for the tax payers, and we don't want anyone to have hard feelings about what we are doing. Chief Griffith was aware of that. Downey said that the Library is important, and the preschool is using that building there as well. Caughey added that we also have the community gardens there. Downey said that if we find out where the Library can go, then maybe we can put the preschool there too.

Bronson then talked about how Harrisburg is doing in terms of affordable housing, and how that makes a difference for young families, and schools. He noted that the Fire/Rescue District is very close to people in the community, and that they are very concerned about life safety, and fast response. Downey agreed with him, and said that it's really important, and talked about an incident in their church recently, when it made such a difference to have them there quickly. One of the board members asked about the property next door to City Hall; wasn't the city trying to purchase that for the Library? Latta told him it's in the HRA project list. In the future, when it becomes a price we can afford, we'll purchase it. There are other lots where a library can go as well. Eldridge added that we can also add a community center to the library. Other board members related how important the fire district was to the community, and the difference that it makes. The Board was happy to work with the Council members on the possibilities available to them.

The City Council then recessed from 8:05 to 8:10pm

The matter of Reviewing the Intergovernmental Agreement for Law Enforcement Services for the City of Harrisburg

Staff Report: Latta said that the IGA that was sent to him again includes an increase of 5%; however, it concerns him that the current contract was changed to 440 hours, and this IGA states 404 hours. The 5% is a \$14,000 increase. He would like to suggest that this goes to the Government Committee, so that we can make the contract more amenable.

Council was concerned that the hours had returned to the original amount of hours traditionally on the contract, especially after we had negotiated the previous year's contract. Downey asked if we would have a representative from the sheriff's office there at the meeting. Latta said that we had a meeting with them last year; not a Government Committee meeting, but a separate one. That had the sheriff, and undersheriff there, along with him and Caughey. Downey hoped to hear their side of why the contract was submitted that way to us like it is. Technology is always costing them more. Puls remembered that they talked about increased training costs last year.

Latta said that he's not upset about the 5% increase. He's upset about the decrease in contract hours. Sergeant Klein, who was present this evening asked if they wanted him to set up a meeting, but Latta said that he will take care of that. He would appreciate Sergeant Klein joining us too; he'd like to know why the proposal is this way. Caughey was also concerned about them removing the wording of 'qualified and competent'. That really bothers him. He feels that we need a dialogue about how this was presented, because it's absolutely not acceptable as far as he is concerned. Other Council members shared his sentiment.

- Caughey **motioned to send the Law Enforcement IGA to the Government Committee for further review and negotiation with Linn County. He was seconded** by Loshbaugh, and the **City Council voted unanimously to have the IGA sent to the Government Committee for review.**

A Visit with Linn County Deputies

- Sergeant Klein went over the March numbers, as shown in the report in the Consent Agenda. There were 7 citations and 37 traffic warnings, plus 404 hours spent in Harrisburg.
- Mayor Duncan said that 448 hours are normal.
- Sergeant Klein said that the number of complaints are down, but they still need to work on getting them lower. The patrols have done a good job at nighttime, stopping people that are out and about, especially because some of the ones they have concerns about frequently run between Harrisburg and Junction City quite often.

Downey said that she was concerned about a recent shooting and Sergeant Klein agreed. That had to do with a property complaint that got out of hand. It often starts with small petty thefts. We recently had some people who are out of Junction City and Douglas County, that have been stealing cars, and committing property crimes, etc. They are working on trying to catch them. Mayor Duncan asked if they lived here in town, but Sergeant Klein said that they have connections here. Downey talked about how important it was to report things going on, like suspected drug houses, etc. You can call and ask for Dave, the 'dope' guy at the County.

Loshbaugh complained about more trucks parking in the turn lanes while going to businesses; other councilors agreed it was a continuing problem. Sergeant Klein was working with a new lieutenant from the Oregon State Police. He was going to be working on traffic issues like this. Council talked briefly about other places that trucks could park. Sergeant Klein also said that they were checking the restrooms. Latta said that we've had a problem with people getting in there to sleep. He asked them in the email he sent to please get out the vehicles and check the restrooms. Downey asked about the locks that the city was checking into. Latta said that we had done so, we're trying to be proactive on that. They had looked at magnetic locks, but it's an old technology. Downey asked what had been used at Priceboro Park, and Latta told her it was new technology, which locks automatically. The camera there also turns on with a light, which often catches facial shots for the people that are hanging around.

The Council and Sergeant Klein talked some more about other issues in town. Boese said that he had been stopped one evening when he was walking his dog. He felt like he was being interrogated initially, but he knew that they were really checking for people who didn't obviously belong there. Sergeant Klein said that the saturation patrols were great for that, and that they'd like to do that, but unfortunately, there weren't more of those being scheduled right now. He also talked briefly about citations, and where they should go to. Latta said that he'd already had a conversation with Lieutenant Duncan about that.

The matter of Reviewing Changes to the City of Harrisburg Employee Manual to History and Introduction Chapters (Formerly Policy 101) and Policies 121 At-Will Status & Discipline, 130 Miscellaneous Oregon Leave Laws, 135 Miscellaneous Policies, 136 Employee Use of Vehicles, 137 Personal Use of City Equipment, 138 Electronic Technologies Policy and Procedures, Now Computers, Telecommunication Devices and Other Electronic Equipment and 139 Identity Theft Protections Policy, now Confidential City Information.

Staff Report: Eldridge noted that because we had such a full agenda, she was here to answer questions, otherwise, because the Personnel Committee meeting was held after the Council agenda was released, the Council will see the resolution at the next meeting.

- **Puls motioned to direct staff to return to a future meeting with the full resolution, and was seconded** by Downey. The **City Council then voted unanimously to have staff return with a resolution making the changes to the policies noted in the agenda bill.**

The matter of Considering a Citizens Request to Extend Burton Street, East of 9th St.

Staff Report: Latta told the Council that it's unique for us to receive a letter asking us to essentially do a street improvement. This is for Burton Street, east of 9th St. There is a dedicated right of way, but there are no improvements; just a gravel driveway to the house. When the partition was originally done, they were required through the conditions of approval, and a waiver of remonstrance to improve Burton St if they wanted to build on the vacant lot there. We actually have 4 lots here that have waivers of remonstrance, and we have 4 lots that have conditions of approval requiring the improvement to be made before they can be built on. It makes sense to both he and the Public Works Director to use SDC funds to build the street.

The person who owns the vacant lot that can't be built on is old, and would like to use the money from the lot to help them out financially. The property owner is asking us to improve the street, and to bill them. That would be a public improvement district. We notify the neighbors, and have them come to a meeting, and let them know what we are planning.

- Scholz said that right now, we don't have to improve the water or sewer lines here, so we are just looking at storm water, road, and curb, gutters and sidewalks. He estimates that it would roughly cost \$150,000.
- Latta noted that it would roughly come to \$12,000 to \$14,000 for each property owner. They can pay it over so many years, or by selling their property. We do have funds in the SDC fund, and we are proposing that the City Council move forward with the process of creating an improvement district for this area.
- Loshbaugh added that although in a subdivision, the builder constructs the street, the costs still get passed onto the homeowners in the price of their homes.
- Downey didn't realize that people had to pay for the street; she thought it was owned by the City.
- Latta told her it is. When it's completed, it's adopted by the City.
- Mayor Duncan said that he knew the builder of that one lot that the people who wrote the letter now own. The Planning Commission allowed him to build one house, but said that if you want to develop the other one, that you had to develop the street.
- Puls asked if anyone else had come forward.
- Latta told her no, just this one person. People who haven't done a waiver of remonstrance, can remonstrate, and say that we object to the city's proposal. But if you have a waiver of remonstrance for a home, then they can't do that.
- Mayor Duncan said that eventually, someone has to pay for it.
- Latta said that luckily, this is really only a partial street improvement.

The City Council talked briefly about the area and the process of an improvement following this. Eldridge noted that the 4 lots in the Territorial Divide were owned by Roger Bristol. Latta didn't think that we'll run into any problems with anyone here remonstrating.

- Puls **motioned to direct city staff to notify the affected property owners of the potential public improvement district for the Burton Street Improvement Project, to attend the City Council meeting on May 18, 2016, and to discuss the potential project. She was seconded** by Downey, and **the City Council voted unanimously to send notice to the affected property owners on Burton Street.**

The matter of Discussing Municipal Court Options for the City of Harrisburg

Staff Report: Latta said that at the last meeting, City Council had directed staff to notify Judge Lemhouse of our decision, which we did by April 1st via certified mail. You also directed staff to discuss the issue with our attorney, so we would know all of our options going forward. We went through the Charter, and our ordinances, and the attorney provided us with a memo. In the meantime, Judge Lemhouse also sent us a letter, identifying the issues we needed to know during the transition. However, Judge Lemhouse made an assumption that we would not have a Municipal Court. We found that our charter requires a Municipal Court. It can be very small in

scope, and doesn't need to meet except as needed. The Charter requires it, so we can't get around that. We will be talking with the city attorney on Friday, and will look at the scope of how the court will need to be set up. We need to be able to have warrants issued to clean up a nuisance property; things like that. We likely will only need to hold court on a seasonal or quarterly basis. We will create a RFP that will outline the scope and duties of the court. That's the first motion. The 2nd one is to direct violations and offenses into circuit court. You'll see from our attorney's letter that we can choose to have certain violations going to Justice Court, such as traffic. If we want more than that, then we'll need an IGA with the county.

- Downey thought that we had an IGA with the County already? She thought crimes went to Circuit Court.
- Latta said that crimes can go to Circuit Court. Traffic violations can be cited to Justice Court. Do you want to separate traffic from the other offenses, or just to send everything to Albany?
- Downey was concerned about citizens who didn't have transportation, and couldn't get to Albany.
- Puls asked who would divide out citations and crimes...an officer?
- Latta said that we could choose to have all crimes going to Justice Court, but that would require an IGA with the county. There might be some hurdles with that, because Judge Lemhouse may not be willing to take that one.
- Puls asked if that was the only difference between Justice Court and Circuit Court.
- Latta said that his recommendation is to send it all to Albany. That is the simplest route. If you want to split traffic out to go to Justice Court, then we can include that in our IGA with the Sheriff's office, and all other offenses can go to our Municipal Court, or to Circuit Court.
- Downey thought that made the most sense. Most people don't go to traffic court; they just pay the fine.
- Loshbaugh said that Municipal Court would have any fines levied going to the county, and not the city.
- Latta told him not the stuff coming as needed to our Municipal Court. If we sent a violation for long grass, or an abandoned vehicle to the County, then we won't see the revenue from it. But we also won't have the expense resulting from it either. They would handle it entirely.
- Loshbaugh said then if we have Municipal Court, the money would stay here.
- Latta told him that the state does take money off the top of any violation, but yes, the rest of the fine would come to the city for Municipal Court. The challenges we've seen with Municipal Court is that it never pays for itself. It's always in the red. We would have a limited scope of Municipal Court Services; we would issue a warrant, and there are other small things they can do; then the rest would be in the hands of Albany. Things that are sent to Circuit Court, are generally resolved in most cases. You probably wouldn't have people driving to Albany; they would choose to probably fix it first. That's a benefit of switching to Circuit Court.
- Caughey asked if that would satisfy the charter requirements.

- Latta told yes, because we would have a Municipal Court, and a Judge. It would have limited responsibilities. The lion's share of what is needed would be handled by Circuit Court, and it wouldn't cost us any money.
- Downey asked if there wouldn't be a jury anymore then.
- Latta told her yes, the county would still be needing juries; those issues going to Circuit Court would still need them, and you could be called to those. You wouldn't be called into our Municipal Court, because we couldn't really hold court proceedings. So the next question is if we want to split traffic and crimes? Our recommendation is that we keep it all bundled together. Judge Lemhouse did send us a letter, which he didn't include in the agenda because our attorney answered all of the points in his memo. Our attorney was concerned about the letter a little, but he really didn't think it warranted that; the Judge was simply outlining all the steps that needed to take place. He outlined all the transitions we'd need, and we can easily meet all the steps. We have identified the Finance Officer as the municipal court clerk; he's already handling the financial end of things for Municipal Court as it is. The Judge did identify about \$230,000 in unpaid fines due to the City of Harrisburg, but it could take 20 years to have it paid back to us, and not all the money gets paid. It's common to have people pay the first \$100, in order to waive \$1,000 if there is good behavior; that is then written off. Judge Lemhouse collects quite a bit more than the other judges. Tim would be able to take in payments, and documents. We just need to have someone accept them, and file them away.
- Downey asked if that was only for past fines.
- Latta told her yes. He's already instructed Lieutenant Duncan to cite traffic crimes into Circuit Court, which makes sense, because it's generally two to three months before it goes to case. We need to time to clean up stuff, and not have anything new going to them, so he jumped the gun on having her send citations to Circuit Court. Next, we also have to designate the City Hall as the location of the Harrisburg Municipal Court.
- Caughey asked then we have to designate a human, and a location.
- Latta told him yes; we'd hire a Municipal Court Judge, and would designate this room as the courtroom when needed.
- Keaton asked if the Municipal court finances would be going to the Finance Officer then.
- Latta told him yes, you can look at it that way. It really doesn't add to his responsibilities, because he already does that. It really assigns duties.
- Puls asked where that line item was going before.
- Latta told her the general fund, where the revenue would continue to go.

The City Council then discussed how the money would be taken in, and the requirements to designate a human for that; Latta said we have to designate a person to take the money in. He added that we have to send some of the revenue to the state, and then we get to keep a portion of it. The court has always done that. We only do so much, and they send us a check for money they've collected on our behalf. Lots of cities handle it this way. Loshbaugh said that the funds go to the Finance Officer anyhow, so it goes into the right revenue lines. Downey asked if it becomes a hardship for citizens, that we can change it back, correct. Latta told her yes; if we want to change it in the future, we can explore that

with the county, or on our own. Downey just wanted to have the ability to change it if needed. Latta told her yes, we aren't locking ourselves into this. Downey said that's one of the main reasons we've had it, is so that it's local as a benefit for our citizens. Mayor Duncan told her yes, but it also costs us at least \$30,000 a year to do that, so this will be better for us. Latta told her that we are working with the county now, to revise the agreement. The County will continue to have Justice Court, because they like the facility, and the south county location. Downey wanted to have traffic crimes held here. Latta told her that's what Council needs to decide. You can send traffic to Justice Court, but crimes and other violations go to the county. Keaton asked for clarification that traffic could go to the Justice Center. Latta told him yes. For anything else, you would need to have an IGA. Anything other than traffic violations have to be specified in an IGA.

Loshbaugh asked if we send traffic to Albany, if we would get any of those funds. Latta told him no. We send everything to them, and we don't see that revenue. But we also don't have those expenses. That puts us in a better financial position than what we are currently in. Loshbaugh said ok then, if Justice Court is here, then we would still get the money. Latta told him that was correct. Crimes can go to Circuit Court, and Traffic can come here. We have to make sure that our IGA says that. Only traffic can go to Justice Court without an IGA. He added that Justice Court serves all of Linn County. Keaton asked where the court met at. Latta told him that Justice Court meets in Harrisburg, Lebanon and Sweet Home. The Justice Court only takes traffic offenses from municipalities. We can't set up misdemeanors to go to them unless we set up an IGA with them. Downey asked if a crime like murder would go there then. Latta told her yes, murder is a felony, so that would go to Circuit Court. Downey said that she really wants traffic to go here. She wants our Municipal Court, and Traffic to go to Justice Court, with the rest going to Circuit Court.

- Downey then **motioned to:**
 1. **Direct city staff to prepare a request for proposals to hire a municipal judge on an as-needed basis, beginning July 1, 2016**
 2. **To Direct the City Administrator or his designee to have all Municipal Code Violations and offenses, except for traffic cited into the Linn County Circuit Court.**
 3. **Assign the City's Finance Officer or his designee to serve as Harrisburg Municipal Court Clerk and be responsible for accepting documents related to judicial business for the City of Harrisburg**
 4. **Designate City Hall as the location of the Harrisburg Municipal Court.**
- Keaton **seconded her four motions.**
- **The City Council then voted unanimously for motions 1, 3 and 4. However, Boese voted in opposition to motion no. 2, therefore making the vote 5 to 1 on that particular motion. Therefore, the vote showed that all motions passed.**

Others:

Lori Ross Bonus

- Latta told the Council that we have not prepared an agenda bill for this subject, because we wanted to surprise Lori Ross. She has worked exceptionally hard for the last month

and a half during Patsy's absence. We would like to give her a bonus of \$500, so we need Council's consensus to allow it. She's worked the front office for the most part, by herself, although she has had assistance from other staff members. Her son is playing baseball as a senior right now, and she's missed some ball games because of deadlines, even though we tried to make it work for her. She's also come to work sick, because of those deadlines as well. We would like to surprise her with this bonus.

- ***Council Consensus from all present was yes, they felt that Lori should be able to have this bonus.***
- Latta said that he wanted to keep it a surprise, so please don't say anything to her until after we have a chance to give her the bonus.

Solid Waste Committee

- Latta told the City Council that the county puts together a solid waste committee, which meets once or twice a year for a couple of hours. They like to look at different organizations providing sanitary services, to make sure that service providers aren't jerking cities around with rates and services. Is anyone interested in being on the advisory committee?
- Keaton volunteered to be on it, especially if they only meet once or twice a year.

Going Paperless Discussion

- Latta said that as you can see from the size of this agenda, we use a lot of paper. If we have only one page with color printed in a document like this packet, then the entire document is counted as color by our lease agreement; it equates to about 8 cents per page. The Planning Commission had a packet that was as similar size, and they questioned if we could go to electronic packets.
- Puls asked him what kind of electronic device he would recommend.
- Latta said that it could be a pad, or something like that.
- Puls said that you could email the packets to them.
- Eldridge said that she could, but email is limited in size for what she can send.
- Latta said that if Council is interested, we can look in to it.
- Eldridge said that the Planning Commission wanted functionality, such as being able to take notes on the screen.
- Caughey said that if everyone else wants it, he can go for that. He'd be concerned about the life expectancy for any device.
- Latta added that we'd have to ask the auditor about whether we'd be able to gift the pads to them, or if they would remain city property.
- Keaton said that he'd thought it would be hard to do, with limitations of \$50 per person for gifts. These will likely be several hundred each.
- Latta said that the cost he gave you is just the printing costs, not the price of the paper, or of the people assembling the packets. There is a lot more expense to it.
- Downey asked if we would send executive sessions as electronic copies.

- Latta told her no, those would be hard copy. He added that we are looking at installing a large smart TV on the wall, for presentations.
- Puls was thinking about that earlier today.

Arbor Day Celebration

- Scholz said that the celebration was a good one. The park looks great, and technically, we got it done a day ahead of Arbor Day. He's gotten lots of comments about it.
- Caughey said that he and Kay had gone out there to see the improvements; it looks great.
- Downey drove by, and saw lots of kids playing in there.

Library Promotions

- Spangler said that she stuck around to talk about our Cultural Diversity Day, and her MMA clinic that she set up. Cultural Diversity day is this Saturday. Her MMA Checkered Past clinic is this Sunday. That's a clinic for kids, often ones who are in trouble. The MMA fighter she knows is starting a non-profit group that works with kids; they work on issues such as bullying, self-esteem, and staying drug free. They get to do some stances, and some other fun things in the class. This is a kick off for her Ready to Read program this year, just a little early. It's Exercise your Mind....Read! She asked for donations for the Library. We have a group of boys in town who really think they are something that she is bringing into this clinic. The MMA Fighter is bringing in fighters from all over the state, and donations will help to recompense them.

With no further business to discuss, the City Council adjourned at the hour of 9:38PM.

Mayor

City Recorder

Harrisburg is a small community of about 3,600 residents surrounded by farmland in Linn County, Oregon. The county seat, Albany, is about 30 miles away. Harrisburg is isolated, with no public transportation available to any nearby towns. Since our inception, we have worked to provide services, resources and activities that are necessary and needed by the residents of Harrisburg and those living within the surrounding Harrisburg School District boundary.

The Harrisburg Community Resource Center was established as a department of the City of Harrisburg by Resolution No. 594 on December 10, 1997. Our original funding was through the Commission on Children and Families in a bill passed during the 1997-99 Oregon Legislature.

The Harrisburg Community Resource Center opened its doors in February, 1998, soon thereafter becoming known as the H.A.R.T. Family Resource Center (Harrisburg Actively Reaching Together).

In the late spring of 1998, the H.A.R.T. FRC offered an eleven week Parent Ed/Preschool class, which developed into a Parent Co-op Preschool that has operated during the school year ever since. Fees are on a sliding scale based on the federal poverty level, with parents participating as volunteers in the classroom. This preschool helps to fill the gap between a for-profit preschool and Kidco Headstart, which has a waiting list.

Office furniture and computer equipment were purchased with grants from Hewlett Packard in 1998. The H.A.R.T. FRC has maintained computers ever since for use by community members, after-school kids' programs and recreation, and for high school youth who have been expelled from the school campus and their tutors so that they can keep up on their school work.

Past programs include violence prevention for Harrisburg teachers, various parenting classes, English as a second language classes, preventing drug and alcohol use by teens, teen pregnancy prevention, and programs for teen boys and girls such as 'Passport to Manhood' and Girls' Circle. The H.A.R.T. FRC, in collaboration with the neighboring Junction City Community Center is conducting Women's Circles. Some of these programs have been made possible through grants; many of the parenting classes have been held in partnership with the Linn-Benton Community College.

Past community activities include a Fall Family Festival and Fun Night, "Our Town Has Talent" talent show, and a roster of summer activities for children. The summer activities program has continued and been expanded to include three to four-day camps for art, cooking, baby sitting, and preschool, as well as the hugely popular 'Survivor' camps that teach kids useful outdoor survivor skills in case they get lost or separated while camping. At the request of adults, we have begun to provide adult evening summer classes such as 'Line Dancing' and look forward to developing cooking classes and women's Survivor Camp this coming summer.

In January, 2015 the H.A.R.T. FRC paired with the Harrisburg Library to offer once-a-month educational and recreational programs to adults such as gardening and health seminars. Many of these programs are highly popular "Women's Night Out" events to give moms, working women, and newcomers a chance to relax and make new friends. In April, 2015 the two departments collaborated to present Harrisburg's first Multi-Cultural Celebration, a one-day event recognizing the rich cultural heritage of the town. The second Multi-Cultural Celebration is April 16, 2016, and includes dance groups as diverse as Native Americans and Scandinavians.

The H.A.R.T. FRC also acts as a resource center assisting low-income people to find housing, help with past due utility bills, insurance enrollment, and applications for food stamps. We even provide help with resumé writing for job seekers. Since May, 2011 the H.A.R.T. FRC has been the Salvation Army emergency

voucher representative for Harrisburg, providing vouchers for past-due electric or utility bills to prevent shut-off of services.

We facilitate the WIC (Women, Infants and Children) program by providing free office space twice a month so that low-income parents do not have to find transportation to the county seat. We also provide free office space for a county drug, alcohol, and mental health counselor, and free space for family counselors to meet with their clients. We have begun talks with the Family Tree Relief Nursery of Linn County to begin to provide their services for Harrisburg families. In June, 2015 the H.A.R.T. FRC opened a community garden with six raised beds available to Harrisburg residents for a nominal fee.

The H.A.R.T. FRC began bringing the Medical Teams International mobile dental clinic to Harrisburg in November, 1998. The original clinic visits were conducted at the Harrisburg Elementary School and focused on the needs of children. Since the inception of the Oregon Health Plan that covers dental care for children, the clinic's focus has been on adult emergency services such as fillings and tooth extractions.

Since November, 2015 a dental hygienist with Community Health Centers of Benton and Linn Counties has been coming on WIC appointment days to check children's teeth and apply a fluoride wash with the parent's consent. While the school district has its own program, the WIC-related visits help to reach younger children and their parents with dental care information.

In March, 2016, the H.A.R.T. FRC began hosting a bimonthly low-cost adult dental hygiene clinic, also in partnership with Community Health Centers of Benton and Linn Counties, providing teeth cleaning to people who either do not have dental insurance, cannot find a local dentist to take their insurance, or have transportation issues getting to a dentist.

As a city department the H.A.R.T. FRC is constrained by the city budgeting process and city rules regarding use of staff time. Two years ago, citizens of Harrisburg voted on a levy to fund the H.A.R.T. FRC Director position at 32 hours per week. The levy failed. Since then, the director has kept the center open 16 hours per week, with four hours in reserve for meetings or to keep the center open longer for all-day programs such as WIC and the dental hygiene clinic. Also, city policy dictates that the center can only be kept open with city staff on site.

As we move forward to separate from the city and become our own H.A.R.T. Community Center, Inc. (Harrisburg Activities & Resources Team) 501(c)(3) nonprofit, we will gain several benefits. First, we will be able to expand our days and hours through the use of trained volunteers. This will allow us to conduct classes and programs in the mornings and evenings for parents and other adults in the community, as well as after-school programs for youth.

Second, we will be able to make immediate use of donations, fundraisers, and state and county contracts to address community needs, rather than having to adhere to a municipal budget planned months in advance and with no flexibility. Third, we will be eligible for a wider variety of funding sources, including United Way and foundations that only fund 501(c)(3) nonprofits.

The Harrisburg community at large is excited to hear of our plans. The H.A.R.T. FRC has been a valuable institution in Harrisburg for children, families, and low-income adults; we look forward to continuing to serve them and to expanding our services to include the entire community as the H.A.R.T. Community Center, Inc.

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The HART Community Center provides opportunities for individuals and families to be healthy and connected in order to create a stronger, more vital Harrisburg community.

NEW at the HART Center:

- A Dental Hygienist comes once or twice a month (on WIC days) to check children's teeth (ages 0 – 18), talk to parents and children about diet and dental hygiene, and apply a fluoride wash to teeth, if desired. Bring your child's OHP or other insurance card.
- Coming Thursday, May 26, 2016: Adult Dental Hygiene Clinic. Community Health Centers of Benton and Linn Counties is conducting an Adult Dental Hygiene Clinic (teeth cleaning) at the H.A.R.T. Center once every other month. CHC of Benton and Linn Counties will accept OHP and can bill most other insurances. If you do not have dental insurance, the cost of a cleaning is \$40. Call the H.A.R.T. Center, 541-995-7700, to get on the list for a dental cleaning.

Also Coming Soon:

- The next Harrisburg 'Women's Night Out' is a repeat of the popular Evening of Coloring – "Color Yourself a Bouquet" from 6:30 – 8 p.m. at the H.A.R.T. Center, 354 Smith St. Co-sponsored by the H.A.R.T. Center & Harrisburg Library.
- Medical Teams Int'l Mobile Dental Unit will be in Harrisburg later this spring; for low-income uninsured people who need fillings or tooth extractions.

Programs at the HART Center for Parents with Children 0 – 5 years old:

- WIC comes to the HART Center once or twice a month, on Fridays. Call 1-800-304-7468 for times and to make an appointment with the WIC specialist.
- "Ages and Stages" questionnaires are available at the HART Center for parents to assess their toddler's development and to learn about developmental stages.
- HART Parent Co-op Preschool for ages 3-5. Sliding scale dependent upon income and ability to volunteer in the classroom. Some scholarship money is available.
- 'Together' a parenting/early literacy class for caregivers and children ages 0-5. Limit: 10 children.

Programs at the HART Center for Parents & Children 0 – 18 years old & Other Resources & Services:

- HART Center is a safe after-school drop in space for children 10 and up, open Tuesdays through Thursdays until 5 p.m., Fridays from 10 a.m. – 2 p.m.
- Parenting classes through LBCC.
- Summer Activities for children, families, and individuals.
- Drug and alcohol and mental health counselling for youth and adults on OHP, once a week at the HART Center.
- Free computer use during open hours (Tue/Wed/Thur 1-5 pm; F 10-2)
- Black and White printing: \$0.15 per page, color: \$0.30 per page.
- Help with résumé writing
- Information on energy assistance, and once a year assistance through Salvation Army for electrical and utility bills
- Contact information on low interest small business loans
- Community garden plots – 1-2 plots still available.

4/13/2016

emoro@ci.harrisburg.or.us



Smith St

N 4th St

Moore St

Tax Lot 03400
16,447 SF

Tax Lot 03502
5,140 SF

Approximately
27,111 SF of
Tax Lot 03901