



Harrisburg City Council Agenda April 13, 2016 6:30PM

Mayor: Robert Duncan
Council President: Mike Caughey
Councilors: Kimberly Downey, Robert Boese, Sarah Puls, John Loshbaugh, Adam Keaton
and Youth Advisor Devon Contreras
Meeting Location: City Hall ~ 120 Smith St.

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *All matters on the Consent Agenda are considered routine and will be enacted by one motion. Any member of the public can request that a matter be removed from the Consent Agenda for discussion. It will then be discussed under the "Other" part of the meeting schedule.*
4. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
5. *The City of Harrisburg is an equal opportunity provider.*
6. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655.*

1. Call to order and roll call by Mayor, Robert Duncan
2. Concerned citizen(s) in the audience. (Please limit presentation to two minutes per issue.)
3. Consent List Approval: Consent list materials are included in the Council Packet. Approval of items on the consent list will be enacted in one motion. Any member of the public, or

City Council, can ask for an item to be removed from the consent list for discussion during the 'Other' segment.

LOCATION: The Consent List is in the Council Packet

ACTION: A motion to approve the Consent List will Approve 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

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

STAFF REPORT: Exhibit A: Redlined HMC Chapter 2.20
Exhibit B: Ordinance No. 944

ACTION: Motion to Approve Ordinance No. 944, "AN ORDINANCE APPROVING AN AMENDMENT TO HARRISBURG MUNICIPAL CODE CHAPTER 2.20"

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

STAFF REPORT: Exhibit A: Resolution No. 1114
Exhibit B: Resolution No. 1131

ACTION: Motion to Approve Resolution No. 1131, "A RESOLUTION DIRECTING ALL LICENSE REVENUE TO BE PLACED IN THE COMMUNITY & ECONOMIC DEVELOPMENT FUND AND REPEALING RESOLUTION No. 1114"

6. The matter of Approving Resolution No. 1132, "A RESOLUTION AUTHORIZING THE CITY OF HARRISBURG TO CLOSE THE H.A.R.T. FUND AND TRANSFER MONEY TO THE GENERAL FUND"

STAFF REPORT: Exhibit A: Resolution No. 1132

ACTION: Motion to Approve Resolution No. 1132, "A RESOLUTION AUTHORIZING THE CITY OF HARRISBURG TO CLOSE THE H.A.R.T. FUND AND TRANSFER MONEY TO THE GENERAL FUND"

7. 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: Exhibit A: 3/29/16 Memo to the Personnel Committee
Exhibit B: Proposed Resolution No. 1133

ACTION: Motion to Approve Resolution No. 1133, "A RESOLUTION AMENDING THE JOB DESCRIPTION FOR THE LIBRARIAN, CITY ADMINISTRATOR AND CITY RECORDER/ASSISTANT CITY ADMINISTRATOR"

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

STAFF REPORT: Mayor's Proclamation - Mental Health Month

ACTION: If the Mayor chooses, he may proclaim May 2016 as Mental Health Awareness Month in the City of Harrisburg

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

STAFF REPORT: Exhibit A: Application for Kyle Greene
Exhibit B: Application for Raande Loshbaugh

ACTION: Mayoral Action: Appoint Kyle Greene and Raande Loshbaugh to serve on the Budget Committee with terms ending on December 31, 2018

10. The matter of Receiving an Update from the H.A.R.T. Center Director, Edie Moro on the Work the H.A.R.T. Center is doing for our Community, and an Update on the Status of Becoming a 501 c (3) Organization

ACTION: N/A

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

STAFF REPORT: Exhibit A: Fact Sheet & Summary of the Resource Sharing Project
Exhibit B: Materials from the LLC Website
Exhibit C: Proposed IGA

ACTION: Motion to Authorize the City Administrator to Enter into the Linn Libraries Consortium Intergovernmental Agreement, effective from the Current Date until June 30, 2017

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

ACTION: TBD

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

STAFF REPORT: Exhibit A: Proposed 2016 IGA for Law Enforcement Services
Exhibit B: 2015 IGA for Law Enforcement Services

ACTION: Motion to Send the Law Enforcement IGA to the Government Committee for further review and negotiation with Linn County

14. A Visit with Linn County Deputies

ACTION: Information Only

15. 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: Exhibit A: Staff Memo to the Personnel Committee
Exhibit B: Redlined Employment Manual Chapters, History & Introduction, and Policies 121, 130, 135, 136, 137, 138 & 139

ACTION: Motion to Direct Staff to Return to a Future Meeting with the Full Resolution

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

STAFF REPORT: Exhibit A: 1/18/16 Letter from Larry Walsh
Exhibit B: Waivers of Remonstrance
Exhibit C: Notice of Appeal for Territorial Divide Subdivision

ACTION: Motion 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 Discuss the Potential Project.

17. The matter of Discussing Muncipal Court Options for the City of Harrisburg

STAFF REPORT: Exhibit A: 04/06/16 Memo from City Attorney

ACTION: Motion to:

1. Direct City Staff to Prepare a Request for Proposals to Hire a Muncipal Judge on an as-needed basis, beginning July 1, 2016.
2. Direct the City Administrator or Designee to have all Municipal Code Violations and Offenses 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.

18. Other.

19. Adjourn