



Harrisburg City Council Works Session Minutes September 28, 2016

The Harrisburg City Council met on this date at City Hall, located at 120 Smith St., for a Council Work Session at the hour of 6:30pm. Presiding was Council President Mike Caughey. Also present were as follows:

- Kimberly Downey
- Robert Boese
- Sarah Puls
- Adam Keaton
- City Recorder/Asst. City Administrator Michele Eldridge
- Public Works Director Chuck Scholz
- Finance Officer Tim Gaines (Partial meeting)

Absent this evening were Mayor Robert Duncan, Councilor John Loshbaugh, and City Administrator Brian Latta.

The matter of Hearing Department Reports from City Staff

Staff Report: Eldridge reminded Council that these are the current projects that we are working on within our departments, which don't necessarily reflect the things that we do on a day-to-day basis. For instance, you won't see anything about code enforcement, accounts payable, building permits, or any of the many things we do in our day-to-day jobs.

Report from the City Recorder/Assistant City Administrator: Eldridge went over the different areas of what her job entails. Those are Human Resources, City Recorder/Administrative duties, Elections Clerk, and Risk Management/Safety. She covered some of the larger projects she had going in Human Resources, such as the evaluation form update, wellness campaign, and salary/wage survey. She also had open enrollment coming up, along with job description revisions to update the Municipal Court job duties. A longer term goal is working with employees within the CIS Learning System. That will mesh with the changes we are making to the evaluations forms to work more on employee and career development.

In the City Recorder/Administrative part of her job, she's working on the website, to start using more of the bells and whistles part of the website, and in particular, the subscription service. She is also working on the Information Management Manual, including E-Mail policy, and the Sesquicentennial Celebration. The bulk of the elections office work is complete, until

the day of election. After that, Council will see the results of the elections coming through in the Council sessions in November and December. In Risk Management/Safety, she has been revising the safety manual; and in particular, the respiratory and confined spaces need to be updated. We are also working on the Continuity of Operations Plan (C.O.O.P.) and the CRS/FEMA Project. (A copy of the City Recorder/Assistant City Administrator Report is available with the Minutes file and is available for review.)

Report from the Finance Officer: Gaines said that his biggest challenge right now is the security part of the Municipal Court operations. Anyone who has access to the computers will need to be covered and assigned a level of security; that even includes the janitor, who will have access to the room. He is the Court Administrator, so to speak, and Patsy is the court clerk. We are both in training right now. Brian and Patsy will be attending the Oregon Association of Court Administration (OACA) conference coming up in mid-October. Philomath is our biggest resource right now. They are helping by sharing forms with us. They also use Caselle, which is a huge plus. He talked about some of the challenges that they have as they've gone forward with the security systems, and getting everything set up. He talked about the collections that we'll have access to.

For the audit, the process has been really good this year. We try to work on this throughout the year so we are really prepared. Also, in Utility Billing, we are in the process of changing the look of the utility bills. We are going with a professional print company to print our utility bills in the future. The new bills will be perforated, and the look is very professional. We'll save on papers and supplies. Caughey asked if we can still do inserts. Gaines said that yes, we can do at least 2, and maybe 3. We will also have return envelope. We might possibly use this company to do credit card processing. They already work with Caselle, and we've had some issues with PSN lately. Downey liked that thought, and hoped we could look at our bills on-line. Can they do that? Gaines said that he thought so. It can pull the balance at least. Downey said that she had some issues with PSN a couple of times, although it was straightened out. Caughey thought that with all the changes always being done by banks and department stores, he didn't think it would be an issue.

Gaines said that he would like to try to get a flyer in the insert, so citizens know it's coming. We will probably switch over in the middle of next month. The H.A.R.T. Center is also transitioning still, but everything seems to be smooth so far. We have \$15,000 to pay to them, and they'll receive whatever is in the fund balance after audit. We did just upgrade our copier, because we had a lot of service being done on it. We did log over 1 million copies on the old copier.

Public Works Director Report: Scholz walked the Council through a PowerPoint presentation that he had made for them. (The PowerPoint presentation is available in the City Recorders office) He talked about the meter replacement that we are doing. We are down to only 328 residential meters needing upgrading, so it should be done in five years. He talked about several broken lines that had been repaired this year. There are lots of lines that were installed in the 60's and 70's, that are schedule 200. Those are the types of pipes that should be used only for irrigation. All of those will need to be replaced in the future. He talked about the need for a vactor truck in the future to help with line breaks and maintenance. They also replaced a

few pumps this last year. He went over some of the engineering changes that they made to create a safer environment for our employees. He talked about prepping for street work, as much as we can do on our end that will keep costs down. He said that the sidewalk at the school lifted 6 ½ inches in one day, due to the heat. They had to cut out and replace a section on that. They've also been dealing with vandalism.

Caughey noticed that the skate park was closed; could Scholz tell Council why? Scholz said that somebody painted stuff that wasn't appropriate. The Mayor agreed with us to close it until it can get cleaned up. There is a sign asking for someone to turn in whoever did the damage. There are cameras down there, but two were damaged. He also spoke about the cameras installed at City Hall and on the restrooms here on 1st, as well as the ones in Priceboro Park. The water study is still in the works. We've had a ridiculous number of water samples done, which have confirmed that unfortunately, Harrisburg is an anomaly. Each of the wells has different issues. We'll have a report on that in the future.

Also, we have the Moore St. rehabilitation. It will re-bid in January and hopefully will be in the ball park of what we originally projected for costs. We do have to replace the water service saddles in the 10th St. and Emily area. It will require shutting water down for one day in an entire block. There is also a water line from Diamond Hill Rd to Arrow Leaf on N. 8th St that will be replaced. We are increasing certifications for staff as well. He talked about the upcoming street audits, and completing the City's transportation infrastructure review. We'll find out which the biggest problems are, and what we can do, or steps we can take to make it better. He then showed Council the water and sewer line maps we had, which had huge sections that were unmapped. We are working on this right now, with a two man crew. We will have an electronic copy, as well as printed when we are done. They have the Sesquicentennial coming up, plus they will be installing critical facility backups for power. He also talked about the poplar trees, and that we are working on being able to make our own cuttings, rather than buying them. We have an optimal wastewater system operating without any violations. One of the things he is strong in is making sure that all of his guys know why they are doing what we ask. It's not just a process; he's teaching them what they need to know and understand why we do what we do. They are all feeling much better about knowing the reasons behind doing the work.

We have a lot of street overlay and patching that has been done, and we've also had some sidewalk repairs. We've also improved the fleet of vehicles we have. We have a lot of community events we are involved with, which a lot of people don't know some of the things we do. Downey thought that the committee for the Harvest Festival would be doing more work, but Scholz told her it's a committee of 4, plus City staff. He talked about some more of what they are working on, at facilities, and at the parks. The parks were upgraded slightly, and we added more trees, irrigation, and phased approaches for park improvement. He also talked about safety training and personnel development. We really have a great place to work. We all work together really well, and we are a tight knit unit. Caughey asked him to pass along to the Public Works crew, how much we appreciate them.

The matter of Discussing Ways to Engage Citizens in City Programs and Events

Councilor Report: Caughey said that he had brought this subject up with Latta. The last crime forum that we held had a lot of publicity, but there were very few people who actually showed up. He's not sure what we can change in order to reach more people. His neighbor didn't know

about the concerts in July; he said that he just tosses everything with the water bill into the recycle bin. There are people who don't see the reader board. It's frustrating, because we have great tools through the website, reader board, Facebook, newsletters, and utility bills, but obviously, we still aren't communicating successfully. He just wants to know if anyone has ideas for how we can reach more citizens, and get more participation. He wishes we could just email everyone.

Council discussed various methods of getting more communication out to the citizens. While the email option will be explored, Keaton noted that we may be blocked by spam blockers, or people with a lot of emails may simply delete them. After discussion, the following ideas came to the forefront:

- Hold meetings like the crime forum in alternative locations, such as the schools and churches.
- Ask the school to send information/flyers home with school kids.
- Have citizens provide their email for a database, similar to what we already do for the Friday Updates, or notification for certain Council topics. This would be an information database for general communication.
- Turn on the subscription services on the City's website.
- Use interesting headlines for newsletters and information blasts, in order to hopefully interest more people in looking at the information they receive.
- Newsletters and/or flyers should be distributed to local businesses, for posting, and possible distribution.
- Caughey suggested that we work on having a civics class, because it's clear that kids in the school have no idea what the Mayor does.

Others:

- Eldridge noted that she had a flyer on the Council table for the Sesquicentennial Event. We have a lot of great events that will be held on that weekend!

With no further information to share, the work session for the City Council was adjourned at the hour of 8:40pm.

Mayor

City Recorder