



Harrisburg City Council Agenda

March 25, 2025

6:30 PM

(Immediately Following the Planning Commission & City Council
Work Session)

Mayor: Robert Duncan
Council President: Mike Caughey
Councilors: Kimberly Downey, Randy Klemm, Charlotte Thomas,
Cindy Knox, Dana Henry and Youth Advisor Nolan Malpass
Meeting Location: Harrisburg Municipal Center Located at 354 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. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
6. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
7. *For information regarding items of discussion on this agenda, please contact City Recorder Lori Ross, at 541-995-6655*
8. *Masks are not required currently. The City asks that anyone running a fever, having an active cough or other respiratory issues, not to attend this meeting.*
9. *If you wish to testify, and are unable to attend due to health concerns, please contact the City Recorder to be placed on a Conference Call list during the meeting.*

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan

CONCERNED CITIZEN(S) IN THE AUDIENCE. (Please limit presentation to two minutes per issue.)

LCSO REPORT

- 1. THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO IF ONE IS AVAILABLE**

STAFF REPORT:

Exhibit A: LCSO City Report for January 2025

Exhibit B: LCSO City Report for February 2025

ACTION: DISCUSSION ONLY

RESOLUTIONS

- 2. THE MATTER OF THE MAYOR PROCLAIMING FRENCH CITIZEN JEAN-PAUL FAVRAIS AN HONORARY CITIZEN OF HARRISBURG**

STAFF REPORT:

Exhibit A: Proclamation Certificate

ACTION: IF THE CITY COUNCIL HAS NO CHANGES TO MAKE TO THE PROCLAMATION, THE MAYOR WILL PROCLAIM JEAN-PAUL FAVRAIS AS AN HONORARY CITIZEN OF HARRISBURG

NEW BUSINESS

- 3. THE MATTER OF SCHEDULING AN ABATEMENT FOR A DANGEROUS HOUSE**

STAFF REPORT:

Exhibit A: HMC 8.10

Exhibit B: Public Safety Letters

ACTION: MOTION TO SET A PUBLIC HEARING SCHEDULED FOR APRIL 8, 2025 TO FORMALLY DECLARE PROPERTY AS A DANGEROUS HOUSE AND TO START THE FORMAL ABATEMENT PROCESS

- 4. THE MATTER OF REVIEWING THE WAGE ANALYSIS FOR HARRISBURG EMPLOYEES AS RECOMMENDED BY THE PERSONNEL COMMITTEE**

STAFF REPORT:

Exhibit A: Personnel Committee Staff Report & Wage Analysis

Exhibit B: Harrisburg Wage Scale/Budget Projection

Exhibit C: Harrisburg Wage Scale/Budget Projection Revised

ACTION: THE CITY COUNCIL CAN APPROVE, DENY, OR AMEND THE RECOMMENDATION FROM THE PERSONNEL COMMITTEE TO APPROVE THE WAGE ANALYSIS FOR FISCAL YEAR 2025-2026

5. THE MATTER OF APPROVING THE ANNUAL EVALUATION AND A PROPOSED WAGE INCREASE FOR THE CITY ADMINISTRATOR

STAFF REPORT:

Exhibit A: Personnel Committee Staff Report for March 13, 2025

Exhibit B: Memo from City Administrator

Exhibit C: Red-lined City Administrator Employment Agreement

with Code of Ethics

Exhibit D: Red-lined City Administrator Job Description

ACTION: MOTION TO:

APPROVE THE ANNUAL EVALUATION FOR CITY ADMINISTRATOR MICHELE ELDRIDGE AT A SCORE OF 4.3 OUT OF 5; AND

APPROVE A SALARY INCREASE FOR THE CITY ADMINISTRATOR, FOR THE AMOUNT OF \$129,000 STARTING IN FY 2025/2026 IF THE BUDGET ALLOWS; AND

APPROVE A BONUS FOR THE AMOUNT OF \$2,500 FOR HER ASSISTANCE WITH THIS YEAR'S IN HOUSE WAGE COMPENSATION STUDY EFFECTIVE IMMEDIATELY; AND

APPROVE THE CHANGES MADE TO SECTION 4.1; SECTION 8 AND SECTION 9.1 OF THE CITY ADMINISTRATOR EMPLOYMENT AGREEMENT; AND

APPROVE THE CHANGES MADE TO THE CITY ADMINISTRATOR JOB DESCRIPTIONS

6. THE MATTER OF APPROVING A BONUS FOR EMPLOYEES ASSISTING IN THE 2025-2026 WAGE ANALYSIS

STAFF REPORT:

Exhibit A: None

ACTION: THE CITY COUNCIL CAN APPROVE, DENY, OR AMEND THE RECOMMENDATION FROM THE PERSONNEL COMMITTEE TO ALLOW A \$500 BONUS EACH FOR CITY EMPLOYEES LORI ROSS AND CATHY NELSON, EFFECTIVE IN THE NEXT PAY PERIOD

OTHER ITEMS

ADJOURN