



City Council Business Meeting Agenda  
July 28, 2020  
6:30 PM

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Mayor: Robert Duncan  
Council President: Mike Caughey  
Councilors: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, and Charlotte Thomas.  
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/Assistant City Administrator Michele Eldridge, at 541-995-6655*
8. *The meeting is held in a facility that is disinfected. Masks are required in this facility. All seating is set up with 6' of separation.*
9. *If you would like to testify at this meeting, and are unable to attend, please contact the City Recorder prior to 5:00. We can contact you via speaker phone 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.)

**1. THE MATTER OF MEETING WITH LCSO**

**RESOLUTIONS**

**2. THE MATTER OF APPROVING A RESOLUTION AUTHORIZING THE SUBMISSION OF A TRANSPORTATION GROWTH MANAGEMENT (TGM) GRANT APPLICATION TO UPDATE AND ENHANCE THE CITY'S 1999 TRANSPORTATION SYSTEM PLAN (TSP)**

**STAFF REPORT:**

Exhibit A: Proposed Resolution No. 1241

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1241, "A RESOLUTION INDICATING THE CITY OF HARRISBURG'S INTENT TO APPLY FOR TRANSPORTATION AND GROWTH MANAGEMENT GRANT, PROVIDE FOR GRANT MATCHING & THE CITY'S WILLINGNESS TO WORK COOPERATIVELY WITH THE TRANSPORTATION AND GROWTH MANAGEMENT PROGRAM TO FULFILL THE OBJECTIVES OF THE GRANT", WITH OR WITHOUT AMENDMENT.**

**3. THE MATTER OF REVIEWING POLICY NO. 138 – COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT AND APPROVING RESOLUTION NO. 1242.**

**STAFF REPORT:**

Exhibit A: DRAFT POLICY NO. 138

Exhibit B: RESOLUTION NO. 1242

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1242, "A RESOLUTION AMENDING THE CITY OF HARRISBURG EMPLOYEE MANUAL, TO UPDATE POLICY NO. 138, COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT."**

**4. THE MATTER OF REVIEWING POLICY NO. 129 – GENERAL LEAVE OF ABSENCE, APPENDIX D AND APPROVING RESOLUTION NO. 1243**

**STAFF REPORT:**

Exhibit A: DRAFT POLICY NO. 129

Exhibit B: DRAFT APPENDIX D

Exhibit C: RESOLUTION NO. 1243

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1243, "A RESOLUTION AMENDING THE CITY OF HARRISBURG EMPLOYEE MANUAL, TO UPDATE POLICY NO. 129, GENERAL LEAVE OF ABSENCE AND APPENDIX D"**

**NEW BUSINESS**

**5. THE MATTER OF RECOMMENDING LEAGUE OF OREGON CITIES (LOC) LEGISLATIVE PRIORITIES FOR THE 2021 LEGISLATIVE SESSION**

**STAFF REPORT:**

Exhibit A: Matrix of Choices

Exhibit B: Summary List of LOC Legislative Options

**ACTION: MOTION TO RECOMMEND TO THE LEAGUE OF OREGON CITIES THE FOLLOWING FOUR LEGISLATIVE PRIORITIES:**

**6. THE MATTER OF APPOINTING SUSAN JACKSON TO A VACANT TERM ON THE PLANNING COMMISSION**

**STAFF REPORT:**

Exhibit A: City Application Form.

**ACTION: MOTION TO APPOINT SUSAN JACKSON TO THE VACANT PLANNING COMMISSION TERM ENDING DEC 31, 2021**

**7. THE MATTER OF APPROVING A PROFESSIONAL SERVICES CONTRACT FOR AN INTERIM FINANCE OFFICER.**

**STAFF REPORT:**

Exhibit A: Proposed Agreement Between City of Harrisburg and  
Tim Gaines

**ACTION: MOTION TO APPROVE THE PROFESSIONAL SERVICES CONTRACT BETWEEN TIM GAINES, AS AN INDEPENDENT CONTRACTOR, AND THE CITY OF HARRISBURG**

**8. THE MATTER OF APPROVING A PERSONAL SERVICES CONTRACT BETWEEN THE CITY OF HARRISBURG AND ERIC HALL ARCHITECTS**

**STAFF REPORT:**

Exhibit A: Independent Contractor Agreement

**ACTION: MOTION TO APPROVE THE INDEPENDENT CONTRACTOR AGREEMENT BETWEEN ERIC HALL ARCHITECTS AND THE CITY OF HARRISBURG.**

**9. THE MATTER OF AN ACCOUNTING OF INTERGOVERNMENTAL AGREEMENTS (IGA'S) WITH OTHER GOVERNMENT ENTITIES**

**STAFF REPORT:**

Exhibit A: IGA Worksheet

**ACTION:** INFORMATION ONLY

**CONSENT LIST:** 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.

**10. THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

Exhibit A: City Council Minutes for May 21, 2020

Exhibit B: Payment Approval Report for June 2020

Exhibit C: Picture of the Library Mural

**ACTION:** Motion to approve the consent List

**A motion to approve the consent list will approve the following:**

**The City Council Minutes for May 21, 2020**

**The payment approval report for June 2020**

**CITY ADMINISTRATOR/STAFF VERBAL REPORT:**

1. Perdue Pharma
2. Utility Billing Changes
3. City Engineering Contract Addendum
4. Cascades West Leadership Institute

**OTHER ITEMS**

**ADJOURN**