



City Council Business Meeting Agenda
March 14, 2023
6:30 PM

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 Lori Ross, at 541-995-6655*
8. *Masks are not required currently. The City does ask 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.)

ORDINANCES

- 1. THE MATTER OF APPROVING SUBSTANTIAL AMENDMENT NO. 6 OF THE HRA PLAN, BY APPROVING ORDINANCE NO. 993, “AN ORDINANCE MAKING DETERMINATIONS AND FINDINGS RELATING TO AND APPROVING THE HARRISBURG URBAN RENEWAL PLAN AMENDMENT AND DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED”**

A Public Hearing will be opened at this time giving Citizen’s the opportunity for testimony in relation to Substantial Amendment No. 6.

STAFF REPORT:

Exhibit A: Harrisburg Urban Renewal Plan Amendment

Exhibit B: Report on the Harrisburg Urban Renewal Plan Amendment

Exhibit C: Harrisburg Planning Commission Report and Recommendation on the Harrisburg Urban Renewal Plan Amendment

Exhibit D: Linn County Order Resolution No. 2023-092 –Pending Approval

Exhibit E: Ordinance No. 993

ACTION: MOTION TO APPROVE ORDINANCE NO. 993, “AN ORDINANCE MAKING CERTAIN DETERMINATIONS AND FINDINGS RELATING TO AND APPROVING THE HARRISBURG URBAN RENEWAL PLAN AMENDMENT AND DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED”

RESOLUTIONS

- 2. THE MATTER OF APPROVING RESOLUTION NO. 1274 TO ALLOW THE CITY TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT**

STAFF REPORT:

Exhibit A: Resolution No. 1274

ACTION: MOTION TO APPROVE RESOLUTION NO. 1274, “A RESOLUTION AUTHORIZING THE CITY OF HARRISBURG TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE DEVELOPMENT OF DOG PARKS AND TRAILS AT EAGLE PARK AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR TO SIGN THE APPLICATION”

3. THE MATTER OF APPROVING RESOLUTION NO. 1275, TO ALLOW FOR A FUTURE DONATION TO THE TENNIS COURTS/BASKETBALL COURTS (SUPPORT THE COURT) CONVERSION

STAFF REPORT:

Exhibit A: Resolution No. 1275

ACTION: MOTION TO APPROVE RESOLUTION NO. 1275, "A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM CONTINGENCY TO MISCELLANEOUS EXPENSES IN THE GENERAL FUND"

NEW BUSINESS

4. THE MATTER OF APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH BNSF RAILROAD FOR THE 4TH ST. - RAIL IMPROVEMENT PROJECT

STAFF REPORT:

Exhibit A: Draft MOU

ACTION: MOTION TO AUTHORIZE THE MAYOR TO SIGN THE MOU WITH BNSF

5. THE MATTER OF CONSIDERATION OF HIRING A LOBBYIST TO WORK ON BEHALF OF THE SMALL MUNICIPALITIES ADVOCACY COALITION

STAFF REPORT:

Exhibit A: Staff Scope

Exhibit B: Tate Public Affairs: Multi-City Rural Coalition Scope and Proposal

Exhibit C: Email with Cost Break-Out

Exhibit D: Brownsville Legislative Advocacy and Policy Committee

ACTION: DISCUSSION – AND MOTION TO AUTHORIZE THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH TATE PUBLIC AFFAIRS

6. THE MATTER OF REVIEWING THE SUGGESTED CHANGES TO THE 2024-2028 STRATEGIC PLAN, AND DETERMINING PRIORITIES

STAFF REPORT:

Exhibit A: Partially Redlined Strategic Plan

ACTION: DETERMINE PRIORITIES

7. THE MATTER OF APPROVING THE ANNUAL COLI INCREASE AS RECOMMENDED BY THE PERSONAL COMMITTEE

STAFF REPORT:

Exhibit A: COLI Wage Comparison

ACTION: MOTION TO APPROVE THE ANNUAL COLI INCREASE OF NO MORE THAN 6.5% AND NO LESS THAN 4.5%

8. 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 February 7, 2023; City Administrator Evaluation

Exhibit B: Unapproved Minutes from the February 7, 2023 Personnel Committee Meeting

Exhibit C: City Administrator Employment Agreement with Code of Ethics

Exhibit D: City Administrator Job Description

ACTION: MOTION TO:

- 1. APPROVE THE ANNUAL EVALUATION FOR THE CITY ADMINISTRATOR, MICHELE ELDRIDGE, AT A SCORE OF 3.48 OUT OF 4; AND**
- 2. APPROVE A \$5,000 WAGE INCREASE TO THE CITY ADMINISTRATOR PLUS THE APPROVED COLI, IF THE BUDGET ALLOWS; AND**
- 3. APPROVE THE CHANGES MADE TO SECTION 4.1 OF THE CITY ADMINISTRATOR EMPLOYMENT AGREEMENT REFLECTING SALARY**

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.

9. THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: City Council Minutes for January 24, 2023 and February 14, 2023

Exhibit B: Payment Approval Report for February 2023

Exhibit C: Appoint of Library Board Applicant Alexandria Bennett

Exhibit D: Municipal Court Collection Report February 2023

Exhibit E: Municipal Court Citation Report February 2023

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

- 1. The Minutes from the January 24, 2023 and February 14, 2023 City Council Meetings**
- 2. The Payment Approval Report for February 2023**
- 3. Appointment of Alexandria Bennett to the Library Board with a term ending June 30, 2026**

VERBAL REPORT: Discussions below should be limited to five minutes of conservation per topic. Topics of interest that require more than five minutes of conversation, should be moved to a future meeting where possible.

- 1. Camping Restrictions Workshop**
- 2. 2023 Statement of Economic Interest**
- 3. Redwood Apartments**
- 4. Butterfly Gardens**
- 5. Shadowood**

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