



City Council Business Meeting Agenda  
February 09, 2021  
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 @ 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. *Meetings are held in a facility that is disinfected. Masks are required if there are 10 or more people in the room. Seating is set with 6' physical separation in mind.*
9. *If you wish to testify, and are unable to attend due to the Coronavirus Pandemic, 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.)

**OATH OF OFFICE: THE CITY RECORDER WILL ADMINISTER AN OATH OF OFFICE TO CITY COUNCILOR RANDY KLEMM.**

**LCISO REPORT: IF THE REPORT IS NOT PROVIDED IN TIME TO BE INCLUDED IN THE AGENDA, THEN IT WILL BE PROVIDED AT THE MEETING, AND WILL BE INCLUDED IN THE MINUTES. IF A REPRESENTATIVE IS AVAILABLE, AN ORAL REPORT WILL BE PROVIDED.**

**RESOLUTIONS**

- 1. THE MATTER OF ADOPTING AN UPDATED FEE SCHEDULE BY APPROVING RESOLUTION NO. 1250**

**STAFF REPORT:**

Exhibit A: Land Use Fees for Regional Cities

Exhibit B: Proposed Resolution No. 1250

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1250, "A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE, AND SETTING AN EFFECTIVE DATE**

**NEW BUSINESS**

- 2. THE MATTER OF APPROVING A REVISED IGA WITH COBURG FOR POLICE/PUBLIC SAFETY PURPOSES**

**STAFF REPORT:**

Exhibit A: Final Draft IGA

**ACTION: MOTION TO APPROVE THE INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES WITH THE CITY OF COBURG**

- 3. THE MATTER OF APPROVING THE 2<sup>ND</sup> QUARTER 2020/2021 EXPENSE REPORT**

**STAFF REPORT:**

Exhibit A: 2<sup>nd</sup> Quarter Expense Report Ending December 31, 2020

**ACTION: MOTION TO APPROVE THE 2<sup>ND</sup> QUARTER 2020/2021 EXPENSE REPORT.**

- 4. THE MATTER OF APPROVING THE CONSENT LIST**

**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.

**STAFF REPORT:**

Exhibit A: City Council Minutes for January 12, 2021

Exhibit B: Payment Approval Report for January 2020

Exhibit C: Planning Commission Minutes for December 15,  
2020

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

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

The City Council Minutes for January 12, 2021

The Payment Approval Report for January 2021

**OTHER ITEMS**

**THE CITY COUNCIL MEETING WILL BE BRIEFLY RECESSED AT THIS TIME TO HOLD THE HRA MEETING AND WILL RESUME FOR THE FOLLOWING EXECUTIVE SESSION.**

**5. THE MATTER OF AN EXECUTIVE SESSION UNDER 192.660(1)(2)(A) TO INTERVIEW TWO CITY ADMINISTRATOR CANDIDATES.**

**AN EXECUTIVE SESSION UNDER ORS 192.660 (1)(2)(A) WILL BE HELD AT THIS TIME: THE GOVERNING BODY OF A PUBLIC BODY MAY HOLD AN EXECUTIVE SESSION: (A) TO CONSIDER THE EMPLOYMENT OF A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT.**

**STAFF REPORT:**

Exhibit A: City Administrator Competencies Evaluation Form

Exhibit B: Draft Sample Employment Agreement

**ACTION: ACTIONS WILL FOLLOW AFTER ALL INTERVIEWS ARE COMPLETE ON FEBRUARY 10TH. 1. MOTION TO APPROVE EXTENDING A CONDITIONAL OFFER OF EMPLOYMENT TO: \_\_\_\_\_ . 2. REVIEW**

**THE GENERAL TERMS OF A CITY ADMINISTRATOR CONTRACT AND MOTION  
TO AUTHORIZE THE CITY ADMINISTRATOR TO NEGOTIATE THE DETAILED  
TERMS OF A NEW AGREEMENT WITH THE SELECTED CANDIDATE.**

**ADJOURN**