



City Council Work Session Agenda  
January 23, 2024  
6:30 PM

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Mayor: Robert Duncan  
Council President: Mike Caughey  
Councilors: Kimberly Downey, Robert Boese, Randy Klemm, Charlotte Thomas  
and Cindy Knox  
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 December 2023

**ACTION: DISCUSSION ONLY**

**COBURG POLICE TRAFFIC ENFORCEMENT REPORT**

- 2. THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM THE COBURG POLICE DEPARTMENT IF ONE IS AVAILABLE**

**STAFF REPORT:**

Exhibit A: Coburg 2023 4th Quarter Stats Report

(Report will be emailed prior to meeting)

**ACTION: DISCUSSION ONLY**

**ORDINANCES**

- 3. THE MATTER OF ALLOWING A CORRECTION TO THE HARRISBURG DEVELOPMENT CODE BY APPROVING ORDINANCE NO. 1002, "AN ORDINANCE CORRECTING HARRISBURG MUNICIPAL CODE TITLES 18 AND 19, AND DECLARING AN EMERGENCY BY SHORTENING THE NORMAL 30 DAY PERIOD BY 1 DAY"**

**STAFF REPORT:**

Exhibit A: Planning Commission Staff Report

Exhibit B: HMC Title 18 as corrected and modified by the Planning Commission

Exhibit C: HMC Title 19 as corrected by the Planning Commission

Exhibit D: Ordinance No. 1002

**ACTION: MOTION TO APPROVE THE CORRECTION OF HMC TITLES 18 AND 19 BY APPROVING ORDINANCE NO. 1002, "AN ORDINANCE CORRECTING HARRISBURG MUNICIPAL CODE TITLES 18 AND 19, AND DECLARING AN EMERGENCY BY SHORTENING THE NORMAL 30-DAY PERIOD BY 1 DAY"**

**NEW BUSINESS**

**4. THE MATTER OF THE MAYOR APPOINTING BUDGET COMMITTEE MEMBERS TO A TERM ENDING DECEMBER 31, 2024 AND DECEMBER 31, 2026**

**STAFF REPORT:**

Exhibit A: Applications for Douglas Buchholz and Jana

Jenkins

**MAYOR ACTION: I, MAYOR ROBERT DUNCAN, APPOINT DOUGLAS BUCHHOLZ TO SERVE ON THE BUDGET COMMITTEE FOR A TERM SET TO EXPIRE ON DECEMBER 31, 2026 AND JANA JENKINS TO SERVE ON THE BUDGET COMMITTEE FOR A TERM SET TO EXPIRE DECEMBER 31, 2024**

**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.

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

**STAFF REPORT:**

Exhibit A: City Council Minutes for December 19, 2023

Exhibit B: Payment Approval Report for December 2023

Exhibit C: Municipal Court Collections Report December 2023

Exhibit D: Municipal Court Citation Report December 2023

**ACTION: MOTION TO APPROVE THE CONSENT LIST**

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

**Minutes from the December 19, 2023 City Council Meeting**

**The Payment Approval Report for December 2023**

**AN EXECUTIVE SESSION UNDER ORS 192.660(1)(2)(A) WILL NOW BE OPENED TO CONSIDER THE EMPLOYEMENT OF A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT**

**6. THE MATTER OF INTERVIEWING ATTORNEYS TO FILL THE OPENING FOR A CITY ATTORNEY AND/OR A PROSECUTING ATTORNEY IN AN EXECUTIVE SESSION UNDER ORS 192.660(1)(2)(A) "TO CONSIDER THE EMPLOYMENT OF A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT".**

**STAFF REPORT:**

Exhibit A: Interview Questions

Exhibit B: Evaluation Form

**ACTION: MOTION TO DIRECT THE CITY ADMINISTRATOR TO OFFER THE CITY ATTORNEY POSITION TO \_\_\_\_\_ AND THE PROSECUTING ATTORNEY POSITION TO \_\_\_\_\_ DEPENDING UPON BACKGROUND CHECKS, AND TO ENTER INTO CONTRACT NEGOTIATIONS**

**OTHER ITEMS**

**ADJOURN**

CANCELLED NO QUORUM