



City Council Business Meeting Agenda  
March 08, 2022  
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 Lori Ross, at 541-995-6655*
8. *Meetings are held in a facility that is disinfected. Masks are required at this time and the City does ask anyone running a fever, having an active cough or respiratory issues, to not attend this meeting. 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.)

**OLD BUSINESS**

**1. THE MATTER OF DETERMINING THE PRIORITIES FOR THE 2023-2027 STRATEGIC PLAN**

**STAFF REPORT:**

Exhibit A: Council Priorities Worksheet

**ACTION: DETERMINE COUNCIL PRIORITIES FOR THE 2023-2027 STRATEGIC PLAN**

**2. THE MATTER OF REVIEWING A BID FOR THE READER BOARD REPLACEMENT**

**STAFF REPORT:**

Exhibit A: Bid Documents

**ACTION: FOR DISCUSSION ONLY**

**NEW BUSINESS**

**3. THE MATTER OF APPROVING THE ANNUAL EVALUATION, AMENDMENTS TO THE CITY ADMINISTRATOR JOB DESCRIPTION AND A PROPOSED BONUS FOR THE CITY ADMINISTRATOR**

**STAFF REPORT:**

Exhibit A: Pertinent Sections of the Personnel Committee Agenda 1.18.22

Exhibit B: Memo from City Administrator

Exhibit C: City Administrator Employment Agreement with Code

Ethics

Exhibit D: Red-Lined City Administrator Job Description

**ACTION: MOTION TO:**

**APPROVE THE ANNUAL EVALUATION FOR THE  
CITY ADMINISTRATOR, MICHELE ELDRIDGE AT A SCORE OF 3.48  
OUT OF 4;**

**AND**

**APPROVE THE ISSUANCE OF A \$3000 BONUS TO THE CITY  
ADMINISTRATOR, IF THE BUDGET ALLOWS**

**4. THE MATTER OF THE MAYOR APPOINTING A BUDGET COMMITTEE MEMBER TO A  
TERM ENDING DECEMBER 31, 2023**

**STAFF REPORT:**

Exhibit A: Application for William Percell

**MAYOR ACTION: I APPOINT WILLIAM PERCELL TO SERVE ON THE BUDGET  
COMMITTEE FOR A TERM SET TO EXPIRE ON DECEMBER 31, 2023**

**5. THE MATTER OF APPOINTING JOE NEELY TO THE PLANNING COMMISSION FOR A  
TERM ENDING DECEMBER 31, 2023**

**STAFF REPORT:**

Exhibit A: Application for Joe Neely

**ACTION: MOTION TO APPOINT JOE NEELY TO THE PLANNING COMMISSION FOR  
A TERM ENDING DECEMBER 31, 2023**

**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.

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

**STAFF REPORT:**

Exhibit A: Harrisburg City Council Minutes December 14, 2021

Exhibit B: Payment Approval Report for February 2022

Exhibit C: Planning Commission Minutes for January 18, 2022 &

February 15, 2022

Exhibit D: Library Board Minutes for January 19, 2022

Exhibit E: Meals on Wheels Request

Exhibit F: Municipal Court Collections Report February 2022

Exhibit G: Municipal Court Citation Report February 2022

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

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

**Harrisburg City Council Minutes for December 14, 2021**

**The Payment Approval Report for February 2022**

**OTHER ITEMS**

**ADJOURN**