



City Council Special Meeting Agenda  
February 10, 2021  
5:30 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 @ 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.*

February 10, 2021

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** (Please limit presentation to two minutes per issue.)

**NEW BUSINESS**

**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: (AFTER ALL INTERVIEWS ARE COMPLETE ON FEBRUARY 10<sup>TH</sup>):  
MOTION TO APPROVE EXTENDING A CONDITIONAL OFFER OF EMPLOYMENT TO:  
\_\_\_\_\_. 2. A SECOND ACTION WOULD BE TO REVIEW THE GENERAL  
TERMS OF A CITY ADMINISTRATOR EMPLOYMENT CONTRACT AND MOTION TO  
AUTHORIZE THE CITY ADMINISTRATOR TO NEGOTIATE THE DETAILED TERMS OF  
A NEW AGREEMENT WITH THE SELECTED CANDIDATE.**

**ADJOURN**