



Harrisburg City Council Agenda
February 13, 2024
6:30 PM

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.)

NEW BUSINESS

- 1. THE MATTER OF THE MAYOR APPOINTING BUDGET COMMITTEE MEMBERS TO A TERM SET TO EXPIRE DECEMBER 31, 2024 AND A TERM ENDING 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 ENDING DECEMBER 31, 2026 AND JANA JENKINS TO SERVE ON THE BUDGET COMMITTEE FOR A TERM SET TO EXPIRE DECEMBER 31, 2024

- 2. THE MATTER OF REVIEWING AN IGA (INTERGOVERNMENTAL AGREEMENT) WITH THE DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT (DLCD) FOR PARTICIPATING AND COMPLETING ANOTHER 5-YEAR NATURAL HAZARDS MITIGATION PLAN (NHMP) FOR THE CITY OF HARRISBURG, AS PART OF THE MULTI-JURISIDIRECTIONAL COMMITTEE COLLABORATING ON THE LINN COUNTY NHMP PROJECT**

STAFF REPORT:

Exhibit A: IGA

Exhibit B: Project Schedule

ACTION: MOTION TO APPROVE THE IGA WITH DLCD FOR THE COMPLETION OF THE NEXT NHMP, AND AUTHORIZE THE CITY ADMINISTRATOR TO SIGN THE DOCUMENT ON BEHALF OF THE CITY

- 3. THE MATTER OF CONSIDERATION OF AN ALTERNATE WORK SCHEDULE FOR CITY STAFF MEMBERS, AND HOW IT WOULD AFFECT CITY FACILITY SCHEDULES**

STAFF REPORT:

Exhibit A: Personnel Committee Staff Report

Exhibit B: BYU Study

Exhibit C: OAMR Survey Results

Exhibit D: Employee Survey & Results

ACTION: FOR DISCUSSION – TBD

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

STAFF REPORT:

Exhibit A: Personnel Committee Staff Report

Exhibit B: The Finance Officer will provide the cost of living numbers on February 13, 2024

ACTION: DEPENDING UPON THE NUMBERS PRESENTED BY THE FINANCE OFFICER, MOTION TO APPROVE THE ANNUAL COLI INCREASE OF NO MORE THAN 3.5% AND NO LESS THAN 3.0%

5. 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 6, 2024

Exhibit B: Memo from City Administrator

Exhibit C: Red-Lined 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 3.6 OUT OF 4; AND

2. APPROVE A \$5,000 WAGE INCREASE TO THE CITY ADMINISTRATOR, WITH AN EFFECTIVE DATE OF MARCH 1, 2024, 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.

6. 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

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

- Administrative Assistant Position
- City Attorney Update

AN EXECUTIVE SESSION UNDER ORS 192.660(1)(2) (H) WILL NOW BE OPENED TO CONSULT WITH COUNSEL CONCERNING LITIGATION OR LITIGATION LIKELY TO BE FILED

- 7. THE MATTER OF HOLDING AN EXECUTIVE SESSION UNDER ORS 192.660(1)(2)(H) "TO CONSULT WITH COUNSEL CONCERNING THE LEGAL RIGHTS AND DUTIES OF A PUBLIC BODY WITH REGARD TO CURRENT LITIGATION OR LITIGATION LIKELY TO BE FILED"**

STAFF REPORT:

Exhibit A: None

ACTION: TBD

OTHER ITEMS

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