

This document is supplemented by agenda packet materials, meeting materials distributed and audio recordings of the meeting and may be reviewed upon request to the City Recorder.



Harrisburg City Council Minutes November 12, 2024

Mayor: Robert Duncan, Presiding
Council President: Mike Caughey, Present
Councilors Present: Kimberly Downey, Randy Klemm, Cindy Knox and Youth Advisor Taylor Tatum
Councilors Absent: Robert Boese (Excused) and Charlotte Thomas (Excused)
Staff Present: City Administrator Michele Eldridge, Finance Officer/Deputy City Recorder Cathy Nelson and City Recorder/Municipal Court Clerk Lori Ross
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

The Pledge of Allegiance was led by Mayor Robert Duncan

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan, at the hour of 6:31pm.

CONCERNED CITIZEN(S) IN THE AUDIENCE: All in attendance were items on the agenda.

THE MATTER OF DETERMINING WHICH OPTIONS THE CITY SHOULD TAKE IN RELATION TO THE PRE-IMPLEMENTATION COMPLIANCE MEASURES SUGGESTED/REQUIRED BY FEMA, AND APPROVING RESOLUTION NO. 1297, WHICH ESTABLISHES A TEMPORARY MORATORIUM ON CERTAIN KINDS OF DEVELOPMENT WITHIN THE SPECIAL FLOOD HAZARD AREA: Eldridge referred to **Addendum 1**; a list of the abbreviations and acronyms mentioned in this Staff Report. Some of her highlights included:

- There are 8 properties located in the SFHA including four to five homes, and Eagle Park. Sections of Gheen Irrigation as well, although they have filed a LOMA with FEMA removing themselves from the SFHA.
- Eldridge referred to Exhibit A showing the Pre-Implementation Overview that the cities received at the end of September/October.

- Eldridge referred to page 14 of the agenda which is a letter from Congress to FEMA asking for an implementation delay to allow the community to have a clearer understanding of the process and the ramifications.
- Eldridge added that Harrisburg has no vacant properties in the SFHA, besides Eagle Park, which means there is no threat of properties not being able to be developed.
- Klemm asked if the moratorium on development has any effect on our plans for Eagle Park. Eldridge replied that it can and referred to the 'no net loss' of habitat functions in Resolution No. 1298.
- Caughey asked if it would impact the plan of adding restrooms at the park. Eldridge replied that we would have to determine the volume of the removal and compensate for the loss somewhere else in the park.
- Downey asked if it would affect the dog park. Eldridge replied that it's non-conforming since it's already built.
- Eldridge referred to **Addendum 2**, the suggested motion for tonight's meeting, adding that if one of FEMA's options aren't chosen, the "permit by permit" basis would apply as shown on page 65 (Exhibit D), which she feels will be hard to work with.
- Eldridge reviewed the ramifications listed on page 8 of the agenda and added that City Attorney Sean Kidd and Eldridge both agree the revised motion would be the best for our residents as the biggest property impacted is Eagle Park.
 - **Klemm motioned to deny Resolution No. 1297, further notify FEMA of the plan to amend the floodplain Ordinance by choosing PICM No. 1 and further notify DLCD of January meeting and follow normal noticing requirements to everyone in the NFIP and was seconded by Caughey. The motion passed unanimously by a vote of 4-0.** (Yes: Downey, Klemm, Caughey and Knox. Tatum also voted in favor. No: None.)

THE MATTER OF INITIAL STEPS TO START PLANNING THE 2026-2030 STRATEGIC PLAN:

Eldridge reminded Council the Strategic Plan is reviewed on an annual basis. Some of the issues to consider for the new plan included:

- With the Senior Center and HART Center buildings being over 60 years old and at the end of their life, she recommended a new Community Events Center located next to City Hall.
- A Fairgrounds Facility, that will be available for rent, located where the Harvest Festival takes place next to the Wastewater Facility. She added there will be the addition of 6–8-bathroom stalls, and permanent outdoor lights which were donated. This addition will require another Conditional Use Permit through Linn County.
- Eldridge would also like to have a dedicated Council Chambers/Municipal Center.
- Klemm liked the idea of expanding possibilities for use of the property. Downey asked if it was in the flood plain. Eldridge responded that it was not.
- Eldridge would like to create an Ad-Hoc Committee to include Council Members, Citizens, Staff and a Youth Advisor. Caughey volunteered for the committee.
- *The consensus is to create an Ad-Hoc Committee.*

THE MATTER OF APPROVING THE 1ST QUARTER 2024/2025 EXPENSE REPORT: Nelson informed Council that this report covers the first quarter of the fiscal year and is 45.3% above what was budgeted. She noted that the City has only received 1% of property tax revenue and that Intergovernmental Franchise Agreements only pay once a calendar year and not fiscal year. No further discussion.

- **Downey motioned to approve the 1st Quarter 2024/2025 Expense Report and was seconded by Caughey. The motion passed unanimously by a vote of 4-0.**

(Yes: Downey, Caughey, Klemm and Knox. Tatum also voted in favor. No: None.)

THE MATTER OF APPROVING THE CONSENT LIST: No comments or concerns.

- Downey **motioned to approve the consent list and was seconded by** Klemm. **The motion passed unanimously by a vote of 4-0.** (Yes: Downey, Klemm, Caughey and Knox. Tatum also voted in favor. No: None.) A motion to approve the consent list approved the following:
 - **Minutes from the September 24, 2024 and October 8, 2024 City Council Meeting**
 - **The Payment Approval Report for October 2024**

THE CITY ADMINSTRATOR VERBAL REPORT:

- Eldridge along with Mayor Duncan, Caughey and City Attorney Kidd recently met with representatives from BNSF to discuss designs. BNSF has a new team of grant writers to assist the City with grant writing. Kidd believes we are moving in the right direction and Eldridge reminded Kidd the City would like BNSF to pay the \$1.3M for sidewalk, curbs, gutters and driveways.
- City Staff is currently working on the RFQ for a Wage Analysis Study.
- The OBCD Renewal for the Harrisburg Building Department is coming to Council in December.
- The Aiken Trailer Sales Minor Partition is going to the Planning Commission next week. Applicant is dividing property into three lots. No plans for developing at this time.
- The City has issued a Demolition Permit to Isovolta for removing the former Tri-State Carport building.
- The Library Holiday Bazaar will be held November 15-16 from 10am to 4pm at the Municipal Center.
- The deadline for the HART Center Toys for Tots is November 15th. HART Center will also be having an Open House on November 20th including a beard growing contest and other fun events.
- The Holiday Parade is December 7th at 7pm followed by Santa at Heritage Park to include goody bags, cookies, cider and hot cocoa.
- Eldridge informed Council of LOC Workshop free training opportunities as shown in **Addendum 3**.
- City Day at the Capital is January 28th as shown in **Addendum 4**. Eldridge would like to hold the Council meeting on 29th to allow Council to attend. *Consensus was to move the City Council meeting to January 29th.*

OTHER ITEMS:

- Ross would like to move the November 12th, 2025 meeting to November 13th due to Veterans Day. *Consensus was to move the City Council meeting to November 13th.*
- Mayor Duncan informed the Council that he will be signing the Friends of Gap Road letter of support out of respect to our local farmers and if anyone would like to sign as well, it will be available after the meeting.

With no further business, the City Council Work Session adjourned at the hour of 8:01pm.

Mayor

City Recorder

Acronyms and Abbreviations

BiOp	Biological Opinion
CFR	Code of Federal Regulations
CLOMR	Conditional Letter of Map Revision
CRS	Community Rating System
dbh	diameter breast height
ESA	Endangered Species Act
FEMA	Federal Emergency Management Agency
LID	Low-Impact Development
LOMR	Letter of Map Revision
MHHW	Marine Higher-High Water line
NFIP	National Flood Insurance Program
NMFS	National Marine Fisheries Service
OHWM	Ordinary High Water Mark
ORS	Oregon Revised Statutes
ORSC	Oregon Residential Specialty Code
OSSC	Oregon Structural Specialty Code
RBZ	Riparian buffer zone
SFHA	Special Flood Hazard Area
TB	Technical Bulletin

New Motion being proposed by the Harrisburg City Administrator in relation to the Pre-implementation Compliance Measures:

1. Motion to Deny Resolution No. 1297
2. Notify FEMA of the plan to amend the floodplain ordinance by choosing PICM No. 1
3. Notify DLCD of January meetings, and follow normal noticing requirements to everyone in the NFIP.

Addendum 2



ELECTED ESSENTIALS WORKSHOPS

New to city government? Need a refresher on government fundamentals? Plan now to attend one of 13 FREE trainings around the state.

LOC is thrilled to offer our signature Elected Essentials training in person again this winter. The LOC's Elected Essentials program provides newly elected officials, experienced elected officials, and city staff with free training on the basics of municipal governance in Oregon.

Topics include:

- How to Achieve a High Functioning City Council
- What City Officials Need to Know About Oregon's Public Records Law
- Public Meetings in Oregon – What the Law Says & Best Practices
- Understanding Your Legal Obligations Under Oregon's Ethics Laws
- Legal Powers & Impediments Affecting Elected Officials
- Lobbying 101

Registration is FREE and lunch is included.

Dates and locations:

Lebanon – Best Western Boulder Falls	Region 4	Nov. 13, 8:15 a.m. - 5 p.m.
Hillsboro – Hidden Creek	Region 2	Nov. 18, 8:15 a.m. - 5 p.m.
Silverton – City Hall	Region 3	Nov. 19, 8:15 a.m. - 5 p.m.
Cannon Beach – Council Chambers	Region 1	Dec. 3, 8:15 a.m. - 5 p.m.
Newport – Rec Center	Region 5	Dec. 3, 8:15 a.m. - 5 p.m.
North Bend – Mill Casino	Region 6	Dec. 4, 8:15 a.m. - 5 p.m.
The Dalles – Readiness Center	Region 8	Dec. 6, 8:15 a.m. - 5 p.m.
Pendleton – Convention Center	Region 11	Dec. 19, 5 p.m. - 9 p.m. and Dec. 20, 5 p.m. - 9 p.m.
Redmond – City Hall	Region 9	Jan. 8, 8:15 a.m. - 5 p.m.
Klamath Falls – Council Chambers	Region 10	Jan. 14, 8:15 a.m. - 5 p.m.
Phoenix – Civic Center	Region 7	Jan. 15, 8:15 a.m. - 5 p.m.
Baker City – Armory	Region 12	Jan. 31, 8:15 a.m. - 5 p.m.
Salem – Local Government Center	Catch All	Feb. 5, 8:15 a.m. - 5 p.m.

Registration Now Open!

Registration is FREE, and lunch is included.



Scan the code above with your mobile device, or visit www.orcities.org > Training & Events

SAVE THE DATE!

CITY DAY AT THE CAPITOL

JANUARY 28, 2025

**Salem Convention
Center**

Make our
Collective Voices Heard.

Learn about 2025 priorities •
Meet with legislators • Network



Registration opens December 3.
Watch for more information at orcities.org.