



## Harrisburg City Council Minutes March 25, 2025

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Mayor:	Robert Duncan, Presiding
Council President:	Mike Caughey, Present
Councilors Present:	Kimberly Downey, Randy Klemm, Cindy Knox, Dana Henry
Councilors Absent:	Charlotte Thomas (Excused) and Youth Advisor Nolan Malpass
Staff Present:	City Administrator Michele Eldridge, Public Works Director Chuck Scholz, Finance Director/Deputy City Recorder Cathy Nelson and City Recorder/Municipal Court Administrator 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 7:16pm following the City Council and Planning Commission Work Session.

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

*Item No. 1 on the agenda was skipped as we waited for the arrival of Sergeant Frambes who was delayed at another meeting.*

**THE MATTER OF THE MAYOR PROCLAIMING FRENCH CITIZEN JEAN-PAUL FAVRAIS AN HONORARY CITIZEN OF HARRISBURG:** Eldridge reviewed the staff report commenting that the proclamation is our way of honoring Jean-Paul Favrais for his dedication to the Russel Quinn family and all the other families he's helped. She informed Council the 4<sup>th</sup> of July Committee would like to recognize Lt. Quinn and Favrais at next year's celebration as it will be the 250<sup>th</sup> anniversary of the United States and the 160<sup>th</sup> anniversary of Harrisburg. This would allow time to educate the

citizens of Harrisburg about Lt. Quinn and Favrais. The City, however, would like to include a banner in this year's parade about the two of them leading up to next year's recognition.

- Mayor Duncan reviewed the history of Lt. Quinn and Favrais and read a quote from Melody Beattie: "Gratitude unlocks the fullness of life. It turns what we have into enough, and more. It turns denial into acceptance, chaos to order, confusion to clarity. It can turn a meal into a feast, a house into a home, a stranger into a friend" *and a small town into a sister city*. Mayor Duncan added this has been the highlight of his time as Mayor for Harrisburg.
- Klemm suggested having the proclamation available in both English and French.

**THE MATTER OF SCHEDULING AN ABATEMENT FOR A DANGEROUS HOUSE:** Eldridge reviewed the staff report informing Council that LCSO recently investigated this property after receiving three calls of lights being on at a home which was considered abandoned. They discovered that someone had been sleeping in the home. They also discovered the conditions that existed on the inside of the home, as well as the outside, which ultimately led to the assessment of a dangerous home by LCSO, the Harrisburg Fire/Rescue District (HFRD) and the City. Eldridge referred to the abatement warrant which has been posted on the property, as well as mailed to the owner. Eldridge stated that contact has also been attempted by phone with no success.

- Henry asked how long the home has been vacant. Eldridge responded for at least 10 years.
- Klemm asked about the owner of record. Eldridge commented we haven't had any contact from her since 2021. Eldridge then informed Council, the owner's son-in law, Dan Schroeder, is here this evening.
- Mayor Duncan asked about the Fire Department's investigation and Eldridge informed Council that Chief Griffith stated the HFRD would not be able to respond to a fire at that residence if needed due to the safety of his crew.
- Eldridge referred to the abatement process as indicated in HMC 8.10 and stated that this meeting is to set a date for a future public hearing. Eldridge then presented **Addendum 1**; pictures of the homes interior and exterior. (Addendum 1 is available upon request in the City Records Office)
- Mayor Duncan asked about the abatement process. Eldridge stated that due to the condition of the home, burning would be an option, however, asbestos testing would need to be completed first.
- Schroeder approached Council and informed them that none of the siblings, including his wife, want anything to do with the home but he is here to help in anyway he can. Schroeder added that there might be heirlooms in the home they might want to retrieve as well as the Chevy parked on the property if allowed.
  - Klemm **motioned to set a public hearing scheduled for April 8, 2025 to formally declare property as a dangerous house and to start the abatement process and was seconded by Caughey. The motion passed unanimously by a vote of 5-0.** (Yes: Klemm, Caughey, Downey, Knox and Henry. No. None.)

**THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO IF ONE IS AVAILABLE:** Sergeant Frambes joined the meeting at 7:52pm and started by updating Council on the recent break-ins of local coffee shops, Dari Mart and Subway in Harrisburg and surrounding areas in Linn County including Albany, Tangent and Scio. Sergeant Frambes added there were three deputies in town during this last break-in, but they were attending another call.

- Sergeant Frambes referred to recent posts on social media about local law enforcement and voiced LCSO's deep concern with the break-ins. They currently have

detectives in town looking for video footage to identify the suspects, which they believe is the same person, who is also involved with cases in Eugene and Lane County.

- Sergeant Frambes commented on the importance of a Neighborhood Watch program and added that LCSO would fully support the program and offer training.
- Knox asked about the three deputies in town during the break-ins. Sergeant Frambes stated they were all assisting with an assault call at the Mobile Home Park and added if the business's would have had an alarm system, they could have responded in minutes.
- Sergeant Frambes reviewed the reports from January and February 2025. Some of the highlights included:
  - Very little criminal activity which allowed for more traffic enforcement.
  - He pointed out the evening security checks and foot patrols taking place at the school district and the Harrisburg Plaza.
- Mayor Duncan voiced his appreciation for LCSO.
- Eldridge thanked Sergeant Frambes for his assistance with the dangerous house on Burton St.

**THE MATTER OF REVIEWING THE WAGE ANALYSIS FOR HARRISBURG EMPLOYEES AS RECOMMENDED BY THE PERSONNEL COMMITTEE:** Eldridge reviewed the staff report for the wage analysis. Some of the highlights included:

- Some job classifications didn't have disparities, or the differences were so minimal that only a cost of living was applied.
- It was recommended that two positions, Public Works Foreman and the Administrative Assistant, be left at their current wage scale due to being above average or at median wage levels.
- Eldridge referred to page no. 113 showing the proposed FY 2025-2026 wage scale based on the recommendations of the Personnel Committee. Eldridge added that on page 112, the new scale shows we are \$94,198.09 better off with wages than last year at this time.
- Downey, Klemm and Caughey thanked staff for providing the wage study and saving the City funds and added the data gathered was far easier to understand.
- Staff to work on a procedure for the next wage study and begin the process earlier in the year.
  - Downey **motioned to approve the Wage Analysis as recommended by the Personnel Committee for Fiscal Year 2025-2026 and was seconded by Caughey. The motion passed unanimously by a vote of 5-0.** (Yes: Downey, Caughey, Klemm, Knox and Henry. No: None.)

**THE MATTER OF APPROVING THE ANNUAL EVALUATION AND A PROPOSED WAGE INCREASE FOR THE CITY ADMINISTRATOR:** Downey thanked staff, Council and the Planning Commission for participating. Downey outlined some of the findings from the Personnel Committee meeting which included:

- Suggested wage increase to \$129,000 for the next fiscal year, which the budget will allow.
- A bonus of \$2,500 for her assistance with the wage study.
- There were only minimal changes with her contract agreement to reflect the new fiscal year.
- Henry asked about the number of hours Eldridge worked on the wage study on top of her normal work schedule. Eldridge added it took her 46 extra hours to complete.

- Klemm commented on the benefits of staff providing our own study and encouraged staff to keep looking at ways to save the City money.
  - Downey **motioned to approve (1); the annual evaluation for City Administrator Michele Eldridge at a score of 4.3 out of 5 and (2); approve the salary increase for the City Administrator to the amount of \$129,000 starting in the fiscal year 2025/2026 if the budget allows and (3); approve a bonus for the amount of \$2,500 for her assistance with this year's in house wage compensation study effective immediately and (4); approve the changes made to section 4.1; section 8 and section 9.1 of the City Administrator Employment Contract and (5); approve the changes made to the City Administrator Job Description and was seconded by Caughey. The motion passed unanimously by a vote of 5-0. (Yes: Downey, Caughey, Klemm, Knox, and Henry. No: None.)**
- Eldridge stated how grateful she was for being able to work for Harrisburg and added her appreciation to Council and her staff.
- Mayor Duncan commented on her dedication to the position. Klemm agreed and added the importance of making time for herself and family. Henry appreciates her historical knowledge of Harrisburg. Knox added the joy she has being a part of City Council and thanked them all. Caughey agrees with everyone.

**THE MATTER OF APPROVING A BONUS FOR EMPLOYEES ASSISTING IN THE 2025-2026**

**WAGE ANALYSIS:** Downey commented that she appreciates staff's willingness to assist with the wage study.

- Downey **motioned to approve the recommendation from the Personnel Committee to allow a \$500 bonus for City Employees Lori Ross and Cathy Nelson for their work on the wage analysis and was seconded by Caughey. The motion passed unanimously by a vote of 5-0. (Yes: Downey, Caughey, Klemm, Knox, and Henry. No: None.)**

**Others:**

- Ross reminded Council the SEI filing deadline is April 15<sup>th</sup>.

**With no further business, the City Council Meeting adjourned at the hour 8:32pm.**

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**Mayor**

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**City Recorder**