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Harrisburg City Council Minutes  
January 14, 2025

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Mayor: Robert Duncan, Presiding  
Council President: Mike Caughey, Absent (Excused)  
Councilors Present: Kimberly Downey, Randy Klemm, Charlotte Thomas, Cindy Knox, Dana Henry 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

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

**THE MATTER OF ADMINISTERING OATHS OF OFFICE AND APPOINTING A COUNCIL**

**PRESIDENT:** City Recorder Lori Ross administered the Oath's of Office to City Council Members, Randy Klemm and Dana Henry for terms ending December 31, 2028 and the Oath of Office to Mayor Robert Duncan, for a term ending December 31, 2026. Copies of the signed Oath's of Office are available in the City Recorder's Office. [Caughey is on vacation, and will have the Oath of Office administered in February]

The City Council then voted, by ballot, to elect Council member Mike Caughey as Council President to serve for a two-year term ending December 31, 2026, by a vote of 4-1 (**Addendum 1**). Council member Randy Klemm received one vote.

**THE MATTER OF THE MAYOR APPOINTING A CITY COUNCIL MEMBER TO THE**

**PERSONNEL COMMITTEE:** This item was tabled by Mayor Duncan until further notice.

**THE MATTER OF REVIEWING THE 1ST DRAFT OF THE 2025-2030 STRATEGIC PLAN:**

Eldridge reviewed some of the changes to the 1<sup>st</sup> Draft of the Strategic Plan. Some of those changes included:

- On page 16; objective 4: Utilizing Coburg Police Department for code enforcement to improve properties throughout town. Downey would also like grass enforcement to be in place this summer.
- On page 17; goal 3: The Transportation Plan will be finished this fiscal year, so it has been removed. Eldridge added we will be having another workshop with the Committee this year. It will then go to Planning Commission and then to Council for Type IV public hearings.
- Eldridge asked City Council if they would like to add a section in Great Neighborhoods about pride in Harrisburg and if they had any suggestions of programs we could do to make the City look better. Thomas and Downey would like the City to continue with the code enforcement instead of creating a program.
- Knox would like to see what the City could do to make the neighborhoods look better like encouraging planting trees in the public right of way to beautify the streets. Eldridge to place information in the newsletter.
- On page 19; objective 8: Partnering with Linn Together to educate the public in relation to fentanyl/narcotics awareness on an annual basis with the next meeting to be held in April. Thomas would also like to partner with the school district on this as well.
- Klemm asked about having a couple of publicly accessible Narcan/Naloxone nasal spray locations available if needed. He added someone would need to be responsible for managing the product and checking expiration dates. Klemm stated he would be willing to donate the product.
- On page 20: Engineering design of the Water Bond Project has been removed as it's already in progress. Slip line still needs to be added to the sewer line project.
- Henry asked about the difference between the URD (Urban Renewal District) and the HRA (Harrisburg Redevelopment Agency). Eldridge explained they are the same thing. *Consensus was to change the abbreviation to HRA going forward.*
- On page 24: Added objective 20, Engage with Legislative Leaders which included continuing with SMAC.
- Henry asked about page 17; and whether there should be an action for implementation of the plan. Eldridge stated there is no need as the TSP should be done by the end of this fiscal year and this starts in July.
- Knox asked if there was an objective for adding trees when sidewalks and streets are updated. Eldridge replied that it is automatically required and included in our development code.
- On page 15, Henry commented that Goal #1 and Objective #3 say the same thing. *The consensus was to add " & affordable" after diverse for the first sentence and to remove the entire second sentence.*
- Eldridge will make the changes and bring back to Council in January or February for review.

**THE MATTER OF APPROVING A TASK ORDER FROM PSU, BASED ON THE EXISTING IGA WITH LOC, FOR THE WAGE COMPENSATION AND BENEFIT ANALYSIS PROJECT:**

Eldridge reviewed the RFQ for Portland State University and informed Council there is \$22,000 in the current budget that can fund the Wage Compensation Study.

- Klemm and Downey commented they were shocked about the total cost and think the City should perform the study themselves.

- Nelson pointed out the total hours needed for the project as 132 hours. She also reminded Council the last time we did a wage comparison; the study showed the City was underpaying most City Employees.
- Eldridge suggested hiring a temporary part-time employee to assist City Staff with the project.
- Ross suggested instead of hiring a part-time employee, who would cause more work and a cost to the City; to perform the study ourselves, however, it would entail other deadlines being pushed back and if Council was okay with that, staff could get it done.
- *The consensus was for City Staff to perform the Wage Compensation Study and to bring to the Personnel Committee in March.*
  - Downey **motioned to deny the Compensation Study as proposed and was seconded by Thomas. The motion passed unanimously by a vote of 5-0.** (Yes: Downey, Thomas, Klemm, Knox and Henry. Malpass 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 5-0.** (Yes: Downey, Klemm, Thomas, Knox and Henry. Malpass also voted in favor. No: None.) **A motion to approve the consent list will approve the following:**
  - **Minutes from the November 12, 2024 City Council Meeting**
  - **The Payment Approval Report for December 2024**
  - **Appointment of Madison Stepherson to the Library Board for a term ending June 30, 2028**

**CITY ADMINISTRATOR VERBAL REPORT:**

- Scholz informed the Council that due to an over the limit result for lead and copper testing in in a residential older home, the City will be adding a lead and copper treatment at the water plant to slow down the process of lead and copper and to avoid the requirement's for excessive testing and the cost associated with it. Scholz added that once the plant is operational, the City will conduct two rounds of testing to show it's effective.
  - Downey asked if it would change the taste or appearance of the water. Scholz replied no.
  - Knox asked about the timeline for the completion of the water project. Scholz replied if everything goes well, August 2026.
- Eldridge informed Council that an ITM Kiosk from OCCU will be going in next to Dari Mart. The illuminated sign request will be going to the Planning Commission for approval next Tuesday.
- Eldridge informed Council that Sean Tate with SMAC will be sending her a narrowed down list of legislative bills for smaller cities. Once received, she will forward to Council for their input. Eldridge also reminded Council of City Day at the Capital and if anyone would like to provide any testimony during session, it can be an email or a letter as well as verbal.
- The City will be having a Wetlands Delineation Report by our City Engineer at the cost of \$17,000 and a Cultural Survey done at the cost of \$24,000. Both are requirements for grants & development for Eagle Park.

**OTHERS: None.**

**With no further business, the City Council Meeting adjourned at the hour of 7:52pm to begin the HRA Board meeting.**

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**Mayor**

\_\_\_\_\_  
**City Recorder**

# COUNCIL PRESIDENT BALLOT

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Please cast your vote by marking an X in the box of the individual you would like to serve as Council President for the next two year term; January 2025 – December 31, 2026. You may only vote for one individual. A tie vote will be broken by the Mayor.

**Cindy Knox**

**Mike Caughey**

**Kim Downey**

**Dana Henry**

**Randy Klemm**

**Charlotte Thomas**

Council Member submitting this vote:

Cindy Knox  
Print Your Name

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**Cindy Knox**

**Mike Caughey**

**Kim Downey**

**Dana Henry**

**Randy Klemm**

**Charlotte Thomas**

Council Member submitting this vote:

*Charlotte Thomas*

Print Your Name

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**Cindy Knox**

**Mike Caughey**

**Kim Downey**

**Dana Henry**

**Randy Klemm**

**Charlotte Thomas**

Council Member submitting this vote:

Kim Downey  
Print Your Name

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**Cindy Knox**

**Mike Caughey**

**Kim Downey**

**Dana Henry**

**Randy Klemm**

**Charlotte Thomas**

Council Member submitting this vote:

Randy Klemm

Print Your Name



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**Cindy Knox**

**Mike Caughey**

**Kim Downey**

**Dana Henry**

**Randy Klemm**

**Charlotte Thomas**

Council Member submitting this vote:

Dana Henry  
Print Your Name