



City Council Business Meeting Minutes March 14, 2023

Mayor: Robert Duncan. Absent
Council President: Mike Caughey, Absent
Pro-Tem President: Kim Downey, Presiding
Councilors Present: Robert Boese, Adam Keaton, and Charlotte Thomas
Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz, 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

CALL TO ORDER AND ROLL CALL. Due to the absence of both Mayor Robert Duncan and Council President Mike Caughey, Kim Downey called the meeting to order at the hour of 6:38pm.

Keaton **motioned to appoint Kim Downey as Pro-Tem Council President and was seconded by Boese. Motion passed by a vote of 4-0.** (Yes: Boese, Downey, Keaton, and Thomas. No: None.)

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

THE MATTER OF APPROVING SUBSTANTIAL AMENDMENT NO. 6 OF THE HRA PLAN, BY APPROVING ORDINANCE NO. 993, "AN ORDINANCE MAKING DETERMINATIONS AND FINDINGS RELATING TO AND APPROVING THE HARRISBURG URBAN RENEWAL PLAN AMENDMENT AND DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED"

The Public Hearing was opened at the hour of 6:39pm. With no testimony, the Public Hearing was closed at the hour of 6:40pm.

STAFF REPORT: Eldridge referred to page 51 and 52 of the agenda, Linn County Resolution No. 2023-092, which was approved this morning and noted Ordinance No. 993 will be effective April 13, 2023 if approved this evening.

Elaine Howard, with Elaine Howard Consulting, LLC, reviewed the Road Map for Substantial Amendment No. 6 as shown in **Addendum 1**. Some of her highlights included:

- Boundaries effected include northern City property on Peoria Rd; by the City Lagoons and on S 2nd St; by the Water Plant.
- Projects added are the Water Quality Projects located at both sites. This funding will be a supplement to the total project cost.
- No new maximum indebtedness and no new increase to taxing districts.
- The time frame for Urban Renewal is 2035, which is one year less than forecasted.
- No new taxes on properties within the City with this amendment.
- General Government estimated taxes for the taxing districts are \$2.2M total and Education \$4.4M total.
- Next step is a vote on the proposed ordinance.
- Downey thanked Howard for her hard work on this project.
 - Thomas **motioned to approve Ordinance No. 993, “AN ORDINANCE MAKING CERTAIN DETERMINATIONS AND FINDINGS RELATING TO AND APPROVING THE HARRISBURG URBAN RENEWAL PLAN AMENDMENT AND DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED” and was seconded by Boese. The motion passed by a vote of 4-0.** (Yes: Boese, Downey, Keaton, and Thomas. No: None.)

THE MATTER OF APPROVING RESOLUTION NO. 1274 TO ALLOW THE CITY TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT

STAFF REPORT: Eldridge reviewed the staff report noting there would be a \$15,000 match for this grant for the 2023-2024 FY Budget. The grant would be used towards the Dog Park and Nature Trails at Eagle Park. She commented there wouldn't be too much development besides the dog parks which will include sections for small dogs and large dogs. Eldridge added there would be several steps needed still including annexation and a zone change which will require a trip to the Planning Commission.

- Thomas **motioned to approve Resolution No. 1274, “A RESOLUTION AUTHORIZING THE CITY OF HARRISBURG TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE DEVELOPMENT OF DOG PARKS AND TRAILS AT EAGLE PARK AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR TO SIGN THE APPLICATION” and was seconded by Keaton. The motion passed by a vote of 4-0.** (Yes: Boese, Downey, Keaton, and Thomas. No: None.)

THE MATTER OF APPROVING RESOLUTION NO. 1275, TO ALLOW FOR A FUTURE DONATION TO THE TENNIS COURTS/BASKETBALL COURTS (SUPPORT THE COURT) CONVERSION

STAFF REPORT: Eldridge reminded Council that at the last meeting Council approved a \$10,000 donation to Support the Court, from the Contingency Fund, for assisting in the renovations of the Tennis/Basketball Courts owned by the School District. She noted the project was approved last night by the School Board.

- Thomas commented that she is the Treasurer for the Booster Club and due to the lack of quorum, she is not able to abstain. She has no personal gain with this project but will be signing the checks and would like that to be known for the record. She noted they have raised \$24,000 so far of their \$34,000 goal, which includes the donation from the City.

- Keaton **motioned to approve Resolution No. 1275, “A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM CONTINGENCY TO MISCELLANEOUS EXPENSES IN THE GENERAL FUND” and was seconded Boese. The motion passed by a vote of 4-0.** (Yes: Boese, Downey, Keaton, and Thomas. No: None.)

THE MATTER OF AUTHORIZING THE MAYOR TO SIGN AN INTERGOVERNMENTAL AGREEMENT WITH THE SCHOOL DISTRICT IN ORDER TO SET UP PUBLIC USE OF THE COURT COMPLEX AT THE CORNER OF 6TH & SMITH STREETS

STAFF REPORT: Eldridge commented the main purpose of the agreement is to ensure that facility will be open to the public when not in use by the school. No further discussion.

- **Boese motioned to authorize the Mayor to sign an IGA with the Harrisburg School District and was seconded by Keaton. The motion passed by a vote of 4-0.** (Yes: Boese, Downey, Keaton, and Thomas. No: None.)

THE MATTER OF APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH BNSF RAILROAD FOR THE 4TH ST. - RAIL IMPROVEMENT PROJECT

STAFF REPORT: Eldridge informed Council an extension of the current Franchise Agreement with BNSF is set to expire June 30, 2023. With the signed MOU, the City and BNSF will begin working on a three-year agreement. The MOU will indicate what steps need to be taken and followed during this time. Eldridge stated it will take about three years for the project to be completed.

- Boese was concerned about the three-year time frame. Scholz replied, that the designs are not even close to completion and noted this is a huge project and everything would need to fall in place to have completed within the three-year timeline. Scholz commented that with the MOU, the City will have some leverage with BNSF if they don't comply with our timeline.
- Eldridge stated that Council they will have the opportunity for input with the new agreement and can indicate how often the City should be meeting with BNSF to get status updates on the project.
- Downey asked if BNSF had any plans for repairing LaSalle St and Eldridge replied they are aware of the issue.
 - Keaton **motioned to authorize the Mayor to sign the MOU with BNSF and was seconded by Thomas. The motion passed by a vote of 4-0.** (Yes: Boese, Downey, Keaton, and Thomas. No: None.)

THE MATTER OF CONSIDERATION OF HIRING A LOBBYIST TO WORK ON BEHALF OF THE SMALL MUNICIPALITIES ADVOCACY COALITION

STAFF REPORT: Eldridge reviewed the staff report noting the City would be working with five other cities for advocacy. She referred to page 70, showing that Sean Tate's proposal would cost the City \$350 per month and \$1,000 per month for all five cities. Eldridge noted they are looking at bringing Monroe into the agreement which will most likely increase the total cost.

- Downey asked if the agreement was for one year and Eldridge responded yes.
- Scholz was concerned that there was no indication that he was going to be doing the lobbying on behalf of the cities. Eldridge's thought it would be both Tate and the selected cities who would be doing the lobbying.
- Keaton commented that a good lobbyist knows a lot of people, has a lot of connections, and does the lobbying on behalf of someone.
- Downey would like to see more information about his relationships with other agencies.
- Thomas is fine with Tate being the person to develop the relationships but is concerned with how we would evaluate his progress and feels if we are paying him, we

want him to do the lobbying for us. Keaton agreed with Thomas. Eldridge replied, that is what the cities are asking.

- Thomas mentioned having in the agreement exactly what the City wants him to do on our behalf and not geared towards one city's needs.
- Downey commented that she would like to proceed but wants more information first.
- Eldridge commented she would forward the original paperwork from Tate to Council for their review and will bring this back to a future meeting.
- Keaton stated that experienced lobbyists are charging \$1,000 per month, per city.
- Thomas understands we are getting a cheaper service because of the cost and if we can get more cities involved, the level of service might go up.
- Boese would like to meet Tate prior to deciding.
- Keaton asked Eldridge the downside of delaying and Eldridge replied that it will slow the process down a bit, but other cities might be thinking the same way.
- Thomas likes the idea of putting this together with other small cities but wants to make sure the proposal ideas are written for all City Councils and not just one.
- *Consensus was to table for another meeting, TBD.*

THE MATTER OF REVIEWING THE SUGGESTED CHANGES TO THE 2024-2028 STRATEGIC PLAN, AND DETERMINING PRIORITIES

STAFF REPORT: Eldridge noted there were only a couple changes that were updated in this version after the last meeting which included:

- Adding National Night Out to Public Safety
- Changing Community Crime Prevention Forums to as dictated instead of quarterly.

Eldridge referred to objective no. 10 on page 80, which was removed last year and asked Council if it should be added back in. Downey felt it is a goal and should be included.

- Thomas asked about objective no. 13c on page 87 and commented that Main Street looks good now and questions if we still need to concentrate on it, not wanting to waste staff time. Eldridge commented that it takes minimal time and suggested leaving it in the plan.
- *Consensus was no further changes.*

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

STAFF REPORT: Nelson informed Council that at the Personnel Committee Meeting it was decided she would budget for a 6.5% COLI and no less than 4.5%. Her feeling is if we don't try for the 6.5% increase, we risk losing good personnel.

- Thomas agreed with Nelson but wants to proceed with caution. She likes the 4.5% due to the uncertainty of what's to come next year.
- Boese commented he likes to be conservative also, but is okay with the higher, if the numbers work. Boese asked Nelson to show us how they would work for the next five years and to see a worse case scenario. Nelson pointed out page 93 which shows the history of the COLI increases.
- Downey commented that typically, Council is approached with one figure and not a range and that it's possible a COLI may not be given next year.
- Ross asked how many employees are at the top of their pay scale and Nelson replied five. She also asked how many employees received a wage increase due to the last wage analysis and Nelson replied, the entire Public Works crew as well as the Finance Officer.
- Keaton stated he was comfortable with the 6.5% and Boese agreed.

- **Thomas motioned to approve the Annual COLI Increase of no more than 6.5% and no less than 4.5% and was seconded by Boese. The motion passed by a vote of 4-0.** (Yes: Downey, Boese, Klemm and Thomas. No: None.)
- After the motion, Nelson asked Council if they would like her to budget for a 2% Utility Rate Increase. The consensus of the Council was yes, a 2% increase.

THE MATTER OF APPROVING THE ANNUAL EVALUATION AND A PROPOSED WAGE INCREASE FOR THE CITY ADMINISTRATOR

STAFF REPORT: Ross reviewed the staff report. Downey commented on behalf of the absent Mayor Robert Duncan, that he is pleased with her performance but is worried she is working too much and would like to see her spend more time with her family.

- Eldridge commented that she appreciates her position with the City and will continue to do her best. She feels there is always more she can learn and is passionate about serving the citizens of the community. She stated she has a wonderful crew and appreciates everyone.
- Keaton commented that he has enjoyed working with Eldridge and he does agree with Mayor Duncan's comments.
- **Keaton motioned to approve the Annual Evaluation for the City Administrator, Michele Eldridge, at a score of 3.48 out of 4 and Approve a \$5,000 Wage Increase to the City Administrator plus the approved COLI if the budget allows, and Approve the changes made to section 4.1 of the City Administrator Employment Agreement reflecting salary and was seconded by Boese. The motion passed by a vote of 4-0.** (Yes: Downey, Boese, Keaton and Thomas. No: None.)

THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT: No issues or concerns.

- **Keaton motioned to approve the consent list and was seconded by Boese. The motion passed by a vote of 4-0.** (Yes: Downey, Boese, Keaton and Thomas. No: None.) **Motion to approve the consent list approved the following:**
 - **The Minutes from the January 24, 2023 and February 14, 2023 City Council Meetings**
 - **The Payment Approval Report for February 2023**
 - **Appointment of Alexandria Bennett to the Library Board with a term ending June 30, 2026**

OTHER ITEMS

- Nelson informed Council the invoice she received this year from Meals on Wheels was for \$400 and not \$500 as usual and asked Council if they wanted to allow her to donate \$500 which is already budgeted. The consensus from Council was to donate \$500 as usual.
- Nelson informed the Council the short-term investment rate is now 3.75% vs 3.35% previously.
- Eldridge informed the Council City Attorney, Catherine Pratt, will be attending the March 28th City Council meeting to discuss camping restrictions.
- Ross informed the Council the Statement of Economic Interest will open March 15th and is due by April 15th.

- Eldridge gave updates on the following:
 - Redwood Apartments: Located off 6th St, is still working on storm drainage requirements and the platt is ready to be signed.
 - Butterfly Gardens: Located on N 7th St, is almost to the point of applying for permits.
 - Shadowood: Located at the end of Sommerville Lp, is looking at additional development to the upper parts of the property but will avoid wetland.
 - Eldridge was contacted about the property on west side of S 6th St, by a Concrete Batch Company which is family owned. They will be walking around the property this week and she is hoping the State will expand their enterprise zones as well, as they might be interested.
 - HART: Eldridge referred to **Addendum 2** which indicates what services HART has provided these last six months. Eldridge stated Maggie Cooley is no longer the Director for HART but is a volunteer. Thomas was concerned about having the same issues at the Budget Committee meeting this year. Eldridge responded that she has spoken with Francis, and they have been trying to get additional support.
 - Scholz commented on the condition of the HART building stating that structurally, with it being built in 1955, it doesn't have many years left.

With no further discussion, the City Council Work Session adjourned at the hour of 8:26pm.

Mayor

City Recorder

HARRISBURG CITY COUNCIL

Addendum 1



ROADMAP

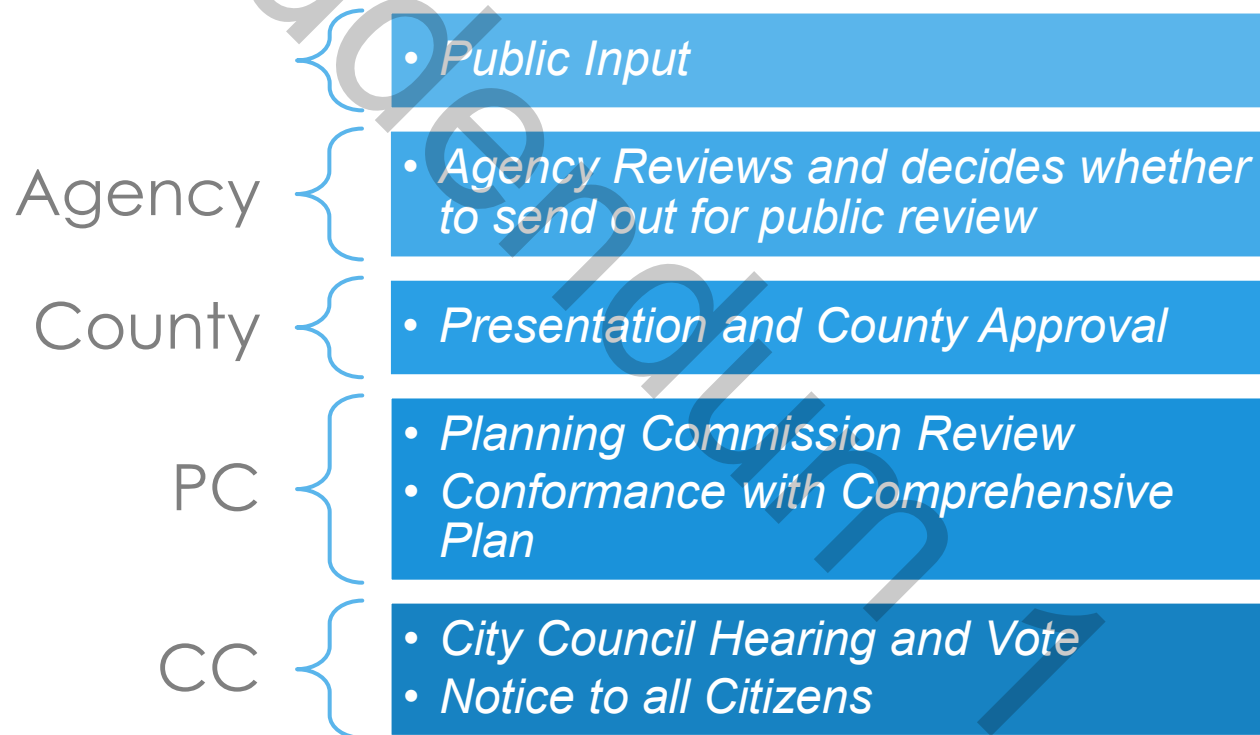


1. Role of City Council
2. Amendment Overview
3. Process

ROLE OF CITY COUNCIL

To hold a hearing on the proposed Harrisburg Urban Renewal Plan Substantial Amendment, take testimony and conduct first reading of non-emergency ordinance.

HOW IS A PLAN AMENDMENT ADOPTED?



PROPOSED PLAN CHANGES

1. Add parcels
2. Add projects
3. General updating

PROJECTS

Water Quality projects

North Site and South Site

FINANCIAL FORECASTING

1. No new maximum indebtedness
2. No “new” impacts to taxing districts
3. Revenue sharing thresholds reached in FYE 2018, commenced in 2019 - payments to taxing districts
4. Revenue Sharing will be a component of the Plan until termination
5. The Plan will now become a “permanent rate” plan, which means that it will only take division of tax revenues from permanent rate levies.
6. The time frame for urban renewal is until FYE 2035, one year less than forecasted in 2015. This is due to increased assessed values in the Area. This is in compliance with the 2036 termination stipulated in the Plan.
7. Schools and Education Service District are indirectly impacted

NO NEW TAXES TO PROPERTY OWNERS FROM URBAN RENEWAL

Addendum 1

GENERAL GOVERNMENT

FYE	Linn County	City of Harrisburg	Harrisburg RFD	4H Extension District	Subtotal
2023	(\$46,502)	(\$116,188)	(\$41,256)	(\$2,556)	(\$206,502)
2024	(\$37,455)	(\$93,583)	(\$33,229)	(\$2,059)	(\$166,326)
2025	(\$37,449)	(\$93,568)	(\$33,223)	(\$2,058)	(\$166,298)
2026	(\$37,909)	(\$94,719)	(\$33,632)	(\$2,084)	(\$168,344)
2027	(\$38,459)	(\$96,093)	(\$34,120)	(\$2,114)	(\$170,785)
2028	(\$39,128)	(\$97,766)	(\$34,714)	(\$2,151)	(\$173,759)
2029	(\$39,829)	(\$99,517)	(\$35,335)	(\$2,189)	(\$176,870)
2030	(\$40,560)	(\$101,345)	(\$35,984)	(\$2,229)	(\$180,118)
2031	(\$41,324)	(\$103,253)	(\$36,661)	(\$2,271)	(\$183,509)
2032	(\$40,695)	(\$101,682)	(\$36,103)	(\$2,237)	(\$180,717)
2033	(\$40,685)	(\$101,659)	(\$36,095)	(\$2,236)	(\$180,675)
2034	(\$40,685)	(\$101,659)	(\$36,095)	(\$2,236)	(\$180,675)
2035	(\$18,371)	(\$45,903)	(\$16,298)	(\$1,010)	(\$81,581)
TOTAL					
:	(\$499,051)	(\$1,246,936)	(\$442,744)	(\$27,429)	(\$2,216,160)

EDUCATION

FYE	ESD Linn-Benton-Lincoln	Lane Community College	Harrisburg SD #7	Subtotal	Total
2023	(\$11,133)	(\$22,605)	(\$169,974)	(\$203,711)	(\$410,213)
2024	(\$8,967)	(\$18,207)	(\$136,904)	(\$164,078)	(\$330,404)
2025	(\$8,965)	(\$18,204)	(\$136,881)	(\$164,050)	(\$330,349)
2026	(\$9,075)	(\$18,428)	(\$138,564)	(\$166,067)	(\$334,411)
2027	(\$9,207)	(\$18,695)	(\$140,573)	(\$168,475)	(\$339,260)
2028	(\$9,367)	(\$19,020)	(\$143,020)	(\$171,408)	(\$345,167)
2029	(\$9,535)	(\$19,361)	(\$145,580)	(\$174,476)	(\$351,346)
2030	(\$9,710)	(\$19,716)	(\$148,254)	(\$177,680)	(\$357,799)
2031	(\$9,893)	(\$20,088)	(\$151,044)	(\$181,024)	(\$364,534)
2032	(\$9,742)	(\$19,782)	(\$148,746)	(\$178,270)	(\$358,987)
2033	(\$9,740)	(\$19,777)	(\$148,710)	(\$178,228)	(\$358,903)
2034	(\$9,740)	(\$19,777)	(\$148,710)	(\$178,227)	(\$358,903)
2035	(\$4,398)	(\$8,930)	(\$67,148)	(\$80,476)	(\$162,057)
TOTAL:	(\$119,473)	(\$242,590)	(\$1,824,108)	(\$2,186,172)	(\$4,402,331)

Schools are funded through the State School Fund on a per pupil basis: Urban Renewal indirectly impacts them.

NEXT STEPS & SCHEDULE

Take public testimony, conduct first reading of ordinance

Linn County review and vote on approval

March 14

City Council second reading and vote on adoption of Ordinance

Ongoing

ODD Fellows meet at facility

Bingo at Senior Center, donate proceeds to HART

Events

Oct 2022 meet with Ryan Vogt, COG

Nov 2022 Joined Tri County Chamber of Commerce

Nov 2022 meet with Alicia Lucke, COG

Dec 2022 Toy for Tots

Nov-Dec 2022 LCSW used the facility, short term need, to meet with Clients.

Jan 2023 Welcome to Medicare Presentation with COG

Jan 2023 CSC Utility Program

Feb 2023 \$tand By Me Presentation with COG

Feb 2023 Meet with John Moriarty Oregon Community Fund

Feb 2023 Lunch with Jim White, Nonprofit Assoc of Oregon

Feb 2023 Meeting with Susan Parsons, Nonprofit Assoc of Oregon

In-process to Schedule

CSC return visit

WIC intake to resume, still under Covid Restrictions

Dental Hygiene

New Girl Scout Troop formation by locale parent, to use facility.

Mutli Cultural Festival chaired by Arielle Freytag (please contact Arielle for more info)

Ongoing projects with challenges

Community Garden, looking for suitable space.

Family Bingo, looking for suitable space.

Various other events or programs that need a Chairperson or Coordinator but have existing resources to support and help fund. If we have a person to lead the project, grants can be written. (together class, afterschool program, summer camp, ect.)