



## City Council Work Session Minutes February 22, 2022

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Mayor: Robert Duncan, Present  
Council President: Mike Caughey, Present  
Councilors Present: Kimberly Downey, Robert Boese, and Adam Keaton  
Councilors Absent: Randy Klemm and Charlotte Thomas.  
Staff Present: City Administrator Michele Eldridge, Finance Officer Cathy Nelson,  
City Recorder Lori Ross and Utility Billing Supervisor Carol Canham  
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

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

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

The order of business was altered due to a Zoom Meeting scheduled with auditor Steve Tuchscherer.

### **THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT FOR WATER ASSISTANCE PROVISIONS BETWEEN THE COMMUNITY SERVICES CONSORTIUM AND THE CITY OF HARRISBURG**

**STAFF REPORT** Eldridge commented that this program that was put together by the Community Services Consortium. The program allows low-income citizens, funds to prevent them from having utility services discontinued for non-payment. This program runs until all funds have been exhausted or until September 23, 2023 whichever comes first. Eldridge introduced Carol Canham, the new Utility Billing Supervisor/Building Permit Clerk and Code Enforcement Officer for the City of Harrisburg. Council welcomed Canham. Eldridge referred to page 119 which states that payment to the City will be made no later than 45 days after commitment is issued. Eldridge stated that she thinks this will be a good program.

- Canham commented that it will be nice to have another option for our residents.
- Boese asked of the 66-67 late tags in December and January, what percentage of payments are late. Ross stated that there are about 1,300 statements monthly and Keaton commented that was about 5%.

- **Caughey motioned to authorize the City Administrator to enter into a contract for water assistance provisions between the Community Services Consortium and the City of Harrisburg and was seconded by Boese. The City Council then voted unanimously to authorize the City Administrator to enter into a contract for water assistance provisions between the Community Services Consortium and the City of Harrisburg**

#### **THE MATTER OF REVIEWING AND DISCUSSING THE STRATEGIC PLAN FOR 2023-2027**

**STAFF REPORT:** Eldridge stated that the last time the Strategic Plan was discussed, it was noted that some changes needed to be made. Some of the redundant language needed to be eliminated and Council felt the plan was turning out to be a to do list and not Council goals. Eldridge referred to page 133, objective 3 and asked if that language was what they wanted.

- Keaton commented that Thomas was wanting to see language for all housing, not just affordable housing/low-income housing as an example. Eldridge replied that she would change it to create more housing opportunities.
- Eldridge referred to page 135 and stated that she removed objective 6 and added objective 9, which was the Safe Routes to School Grant. On page 136, she prioritized the Transportation System Plan and to update SDC's. On page 137, objective 10b, Eldridge asked if Council wanted to keep it or remove it since it's mentioned in the objectives above and below. Downey replied to have it removed.
- Eldridge referred to page 139, Economic Development and stated that Council wanted to do something different, so she added changes to goals 1, 2 and 3 to make more relevant.
- Eldridge referred to page 142, Efficient Governance and stated that she removed the action for objective 20 because it was obtained and objective 21 because it is a best practice and not a goal.
- Downey commented that she felt 24b was also a best practice and not a goal. Mayor Duncan agreed. Eldridge to remove it.
- Eldridge reviewed last year's Council Priorities on page 132 and reviewed the changes made and asked if housing, objective 3 should be a priority.
- Keaton replied that housing is important and should be a priority. Eldridge stated she would add objective 3 as a priority. Keaton asked how many Council priorities are in each section and if that was something that we wanted to pay attention to. Eldridge commented that she would list the Council Priorities and Council would prioritize them as most important goals.
- Eldridge stated that she will email council the priority list and will bring back to a future meeting.

#### **THE MATTER OF DISCUSSING THE HARRISBURG FISCAL YEAR 2020-2021 AUDIT REPORT WITH THE AUDITOR, STEVE TUCHSCHERER**

**STAFF REPORT:** Steve Tuchscherer apologized for the delay for the audit report which was due to Covid and staffing issues. He stated the timing of everything was good and there were no problems with the audit. A big challenge is converting the budgetary basis financial information into full accrual financial statements and the information related to those. He referred to the table of contents on page 9 which shows the required process of starting at full accrual accounting, then budgetary basics accounting and then back to full accrual accounting, This is the required process to be in compliance with auditing and

accounting standards. Tuchscherer referred to page 25 which is the Statement of Net Position that reflects the capital assets and stated these are things we don't worry about when doing a budget as this is designed to give the City a more business-like perspective. He stated that Harrisburg was in a great financial position because of the positive net position in Government Activities. The most important job for the auditor is to report the condition of the financial statements and any compliance issues with the State of Oregon. Tuchscherer found nothing and stated it was good work all the way around.

- **Caughey motioned to approve the City's Fiscal Year 2020-2021 Audit Report, as presented by the auditor Steve Tuchscherer, and was seconded by Downey. The City Council then voted unanimously to approve the City's Fiscal Year 2020-2021 Audit Report as presented by the auditor Steve Tuchscherer.**

**OTHERS:** To be discussed during the HRA Board Meeting.

**ADJOURN at the hour of 7:15pm and was immediately followed by the HRA Board Meeting.**

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Mayor

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City Recorder