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Harrisburg City Council Minutes June 25, 2024

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

Mayor Robert Duncan led the Pledge of Allegiance.

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan at the hour of 6:32pm

CONCERNED CITIZEN(S) IN THE AUDIENCE: Troy Jones of Gap Rd, approached Council. He stated that he appreciates the support the Friends of Gap Road (FOGR) has received from the City and respects Council decision of staying neutral. Jones informed Council the FOGR have formed into a Political Action Committee (PAC) in addition to attending the Engineering Facility Siting Council meetings monthly. The FOGR efforts have been put towards why an alternative site isn't required when this property has zoning conditions and is considered wetlands. Jones informed Council that Qcells still has not submitted their application.

- Downey commented, for the record, that she has a possible conflict of interest with this topic and won't be partaking in any further discussion.

THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO IF ONE IS AVAILABLE: Lieutenant Brian Hardy presented the May LCSO Report. Some of the highlights included:

- Hot dog calls where pets were left in vehicles unattended on a hot day.
- Occupants hanging out in the riverfront bathrooms after hours.
- LCSO is beginning to enforce illegal parking down by the gravel bar.
- Lt. Hardy informed Council the Posse will be attending the Mill City 4th of July parade this year and not Harrisburg's.
- Caughey pointed out a vision clearance issue at the intersection at Priceboro Rd and Powerline Rd. Scholz informed Council since it is out of the City, a complaint form, which he has, will need to be submitted to the County.

THE MATTER OF APPROVING STATE REVENUE SHARING RESOLUTIONS, AND HOLDING A PUBLIC HEARING GIVING CITIZENS OPPORTUNITY TO COMMENT ON THE USE OF STATE REVENUE SHARING FUNDS:

Mayor Duncan opened up the Public Hearing at the hour of 6:44pm.

- Nelson stated that these two resolutions are a requirement and by approving them, we are affirming that the City provides the required services to participate in State Revenue Sharing.

With no testimony provided, the Public Hearing closed at the hour of 6:45pm.

- Downey motioned to approve Resolution No. 1288, "A RESOLUTION CERTIFYING THE CITY OF HARRISBURG IS ELIGIBLE TO RECEIVE STATE REVENUE SHARING MONEY IN FY 2024-2025" and Resolution No. 1289 "A RESOLUTION DECLARING THE CITY OF HARRISBURG'S ELECTION TO RECEIVE STATE REVENUES IN FY 2024-2025" and was seconded by Caughey. The motion passed unanimously by a vote of 4-0. (Yes: Downey, Caughey, Knox and Boese. No: None.)

THE MATTER OF APPROVING THE CITY BUDGET FOR FISCAL YEAR 2024-2025 BY APPROVING RESOLUTIONS TO INCREASE WATER RATES (RESOLUTION NO. 1290), SEWER RATES (RESOLUTION NO. 1291), STORM DRAINAGE RATES (RESOLUTION NO.1292), AND TO ADOPT BUDGET APPROPRIATIONS FOR FY 2024-2025 BY APPROVING RESOLUTION NO. 1293: Nelson informed Council that this is the same budget presented to the Budget Committee and that water and storm drainage rates will increase by 3% and sewer by 4% in order to support those funds.

- Caughey motioned to adopt the Approved FY 2024-2024 City Budget as presented and to approve the following Resolutions;

Resolution No. 1290, "A RESOLUTION ESTABLISHING WATER RATES FOR USERS OF THE HARRISBURG MUNICIPAL WATER SYSTEM, REPEALING RESOLUTION NO. 1278, AMENDING RESOLUTION NO. 578, SECTION 5, AND ESTABLISHING AN EFFECTIVE DATE."

Resolution No. 1291, "A RESOLUTION ESTABLISHING SEWER RATES FOR USERS OF THE HARRISBURG MUNICIPAL SEWER SYSTEM, REPEALING RESOLUTION NO. 1279, AMENDING RESOLUTION NO. 579, AND ESTABLISHING AN EFFECTIVE DATE."

Resolution No. 1292, "A RESOLUTION ESTABLISHING STORM DRAINAGE RATES FOR USERS OF THE HARRISBURG MUNICIPAL STORM DRAINAGE SYSTEM, REPEALING RESOLUTION NO. 1280, AND ESTABLISHING AN EFFECTIVE DATE."

Resolution No. 1293, “A RESOLUTION MAKING APPROPRIATIONS FOR THE CITY OF HARRISBURG, OREGON, FOR THE FISCAL YEAR 2024-2025.”

He was seconded by Downey. The motion passed unanimously by a vote of 4-0. (Yes: Downey, Caughey, Knox and Boese. No: None.)

THE MATTER OF APPROVING RESOLUTION NO. 1294 ACCEPTING OWNERSHIP OF PUBLIC INFRASTRUCTURE IN THE SHADOWOOD SUBDIVISION ACCORDING TO THE CITY OF HARRISBURG DEVELOPMENT CODE: Eldridge reviewed the staff report noting that this resolution is the formal acceptance of the new infrastructure being provided by the subdivision, which will then be added to the list of Capital Assets for the City.

- **Downey motioned to approve Resolution No. 1294, “A RESOLUTION ACCEPTING OWNERSHIP OF PUBLIC ASSETS IN AND FOR THE SHADOWOOD SUBDIVISION ACCORDING TO THE CITY OF HARRISBURG’S DEVELOPMENT CODE” and was seconded by Caughey. The motion passed unanimously by a vote of 4-0.** (Yes: Downey, Caughey, Knox and Boese. No: None.)

THE MATTER OF REVIEWING AND APPROVING RECOMMENDATIONS FOR THE 3RD BID FOR THE NEW NORTH & SOUTH WATER TREATMENT FACILITIES: Scholz informed Council there were some engineering design changes to cut down on things that were unnecessary and an increase in costs, partially due to the addition of state requirements.

- **Knox motioned to recommend the contract be awarded to HP Civil, Inc. in the amount of \$9,045,000 and was seconded by Caughey. The motion passed unanimously by a vote of 4-0.** (Yes: Downey, Caughey, Knox and Boese. No: None.)
- After the motion, Caughey asked when we can expect to start seeing things happen.
- Scholz replied that due to the way the infrastructure needs to be built, and having to stay operable at all times, it’s going to take a while. Some of the work needs to be done during the warmer weather like the construction of the tanks, due to contraction and expansion, but they will get started on the groundwork soon. Scholz thinks it will take about two years to complete but realistically, the spring of 2027.
- Caughey commented on the importance of keeping residents updated with the work progress and timeline.
- Eldridge reassured Council that City Staff would keep the website and social media updated.

THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO SIGN THE PROFESSIONAL SERVICES AGREEMENT WITH TATE PUBLIC AFFAIRS AS WE START THE 2ND YEAR OF BELONGING TO THE SMALL MUNICIPALITY ADVOCACY COALITION:

Eldridge reviewed the staff reports and reminded Council that Sean Tate is providing advocacy services on our behalf. She stated that discussions will be coming back to Council in the fall to determine what we want to be working on this next year. Eldridge referred to page 135 of the agenda outlining the key issues and ongoing efforts for the first year. Eldridge informed Council the agreement is the same as the previous including the fee which has been budget.

- Downey asked about having more outreach and commented that she would like to have an update on how his goals for the short session went and what his goals for the long session are.
- **Downey motioned to authorize the City Administrator to sign the Professional Services Agreement with Tate Public Affairs as we start the 2nd year of belonging to the Small Municipality Advocacy Coalition called SMAC and was**

seconded by Knox. The motion passed unanimously by a vote of 4-0. (Yes: Downey, Caughey, Knox and Boese. No: None.)

THE MATTER OF AWARDING AN INCREASE TO ADMINISTRATIVE STAFF BASED ON COURT STATISTICS AND STELLAR PERFORMANCES: Eldridge reviewed the staff report.

Some of the highlights included:

- Court dockets have increased over 29% on an annual basis including a 45% increase in criminal cases.
- Eldridge commented on the amount of work that goes into running court and both Ross and Knox do a great job keeping up with it along with their other responsibilities.
- Eldridge pointed out court revenue are \$14,000 over projections
- Eldridge also pointed out that Ross's position has only seen an increase of 17% over the last 10 years vs Public Works who has seen an increase of 35% and other Administration who average a 32% increase.
- Eldridge commented on the extra responsibilities that Knox has also taken on, justifying her supervisors requesting a step increase.
- Downey supports this motion because court cost are not in the red. Downey would like to make sure these positions are not overlooked in the upcoming wage analysis.
- Eldridge commented that these positions have been difficult to find comparisons to in past studies, leaving them out of a wage increase.
 - Caughey **motioned to add another step to the wage scale for the City Recorder/Municipal Court Clerk and the Utility Billing Clerk to be effective July 1, 2024 and to direct the City Administrator to return with a council policy in relation to compensation at a future meeting and was seconded by Downey. The motion passed unanimously by a vote of 4-0.** (Yes: Downey, Caughey, Knox and Boese. No: None.)

OTHERS:

- **4th of July:** Eldridge reminded Council of the 5K signups Friday and Saturday with the race being held on Sunday. The Car Show and Shine begins at 3pm Sunday with the Pet Parade being held on July 3rd.
- **New Hours:** City Hall new hours are effective July 1st.

The City Council Meeting adjourned at the hour of 7:42pm to begin the HRA Board Meeting.

The HRA Board meeting adjourned at the hour of 7:45pm and the City Council Meeting resumed at the hour of 7:47pm.

Council Member Thomas joined the meeting by phone for the Executive Session.

The City Council Meeting adjourned at the hour of 7:49pm to begin the Executive Session.

THE MATTER OF HOLDING AN EXECUTIVE SESSION UNDER ORS 192.660(2)(B) "TO CONSIDER THE DISMISSAL OR DISCIPLINING OF, OR TO HEAR COMPLAINTS OR CHARGES BROUGHT AGAINST A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT WHO DOES NOT REQUEST AN OPEN HEARING"

The City Council exited the Executive Session at the hour of 8:35pm.

The City Council Meeting resumed at the hour of 8:35pm.

The consensus of the City Council was that no recommendation be made on the matters discussed in the Executive Session.

With no further business, the City Council Meeting adjourned at the hour of 8:37pm.

Mayor

City Recorder