



City Council Business Meeting Minutes October 11, 2022

Mayor: Robert Duncan, Presiding
Council President: Mike Caughey, Present
Councilors Present: Kimberly Downey, Adam Keaton, and Charlotte Thomas
Councilors Absent: Robert Boese and Randy Klemm
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 by Mayor, Robert Duncan at the hour of 6:35pm.

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

THE MATTER OF REVIEWING THE DRAFT PARKS MASTER PLAN

STAFF REPORT: Eldridge reviewed the Staff Report and the exhibits included. She stressed her appreciation to both Colin McArthur and Kelsey Zlevor for their dedication to this plan while dealing with COVID and staffing issues.

Colin McArthur, with Cameron McCarthy, reviewed the presentation as shown in **Addendum 1** and stated he hopes to get some recommendations on changes that need to be made and then bring it back to Council for adoption. He commented this process typically takes 9 to 12 months to complete, and we are now at 11 months.

- Caughey asked if Cameron McCarthy was going to provide the cost of making the suggested changes and is particularly interested in Eagle Park. McArthur responded that he does have the breakdown in the Feasibility Study, and he will figure out a way to include it in the Parks System Plan with 2022 dollars.
- Thomas commented the plan looks nice but agreed with Caughey about the cost associated.
- Downey commented she likes the idea of the dog park.
- Scholz stated that once the plan is adopted, we can do preliminary engineering for the cost and begin to work on grant funding.

- Eldridge commented she would like to get some information posted about asking for volunteers to help with removing some of the overgrown foliage at Eagle Park.
- McArthur stated that he was clear on the final changes needed and The Parks Master Plan will be brought back for adoption at the next City Council meeting. He thanked the City for their patience.

THE MATTER OF A LETTER TO THE LEAGUE OF OREGON CITIES ASKING FOR MORE ADVOCACY FOR SMALL CITIES UNDER 5,000 IN POPULATION

STAFF REPORT: Eldridge reminded Council of the July meeting where it was decided to write a letter to League of Oregon Cities requesting advocacy for small cities. She noted that the Cities of Halsey, Scio, Sodaville and Brownsville will also be supported in this letter and referred to Exhibit A. Eldridge stated she was contacted by Patty Mulvihill, with LOC, and will be meeting with her next month.

- Caughey **motioned to authorize the Mayor to sign the advocacy letter on behalf of the City of Harrisburg and was seconded by Thomas. The motioned was approved by a vote of 4-0.** (Yes: Caughey, Downey, Keaton, and Thomas; No: None.)

THE MATTER OF REVIEWING A FIRST DRAFT OF THE PRESS RELEASE IN RELATION TO THE DELAY OF THE WATER BOND PROJECTS

STAFF REPORT: Eldridge stated Exhibit A is the formal press release that will be included in the Utility Bills and on Social Media and asked if there were any objections. None noted. Consensus was to send the letter.

THE MATTER OF APPROVING THE 4TH QUARTER 2021/2022 EXPENSE REPORT

STAFF REPORT: Nelson informed Council this is for the last three months of the previous fiscal year, and she is pleased with how it turned out. She pointed out that Investment Revenue is the only red shown and in the Street Fund Intergovernmental Revenue there is a shortage due to the City not receiving grants that were budgeted in. Nelson noted that the Building Permit and Electrical Permit Funds will mature as we get more real numbers and commented that last year was based on projections due to it being our first year with Junction City.

- Downey **motioned to approve the 4th Quarter 2021/2022 Expense Report and was seconded by Caughey. The motioned was approved by a vote of 4-0.** (Yes: Caughey, Downey, Keaton, and Thomas; No: None.)

THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT: No comments or concerns.

- Downey **motioned to approve the consent list and was seconded by Thomas. The motioned was approved by a vote of 4-0.** (Yes: Caughey, Downey, Keaton, and Thomas; No: None.) **Motion to approve the consent list approved the following:**
 - **Harrisburg City Council Minutes for June 28, 2022 and July 26, 2022**
 - **The Payment Approval Report for August 2022**

Mayor Duncan made a formal announcement as shown in **Addendum 2** regarding the current Council Procedural Rules and Governance Policies; in section 14, and stated Scholz shall be the official Sergeant-at Arms, when law enforcement is not present.

October 11, 2022

CITY ADMINISTRATORS VERBAL REPORT

1. Eldridge stated there will be an Executive Session on October 25th regarding BNSF. City Attorney Jim Brewer will be present.
2. Eldridge stated that Andrea and Arielle Freytag contacted her about the food pantry idea, but they never reached out to be placed on the agenda.
3. Eldridge informed Council that a resident was trespassed from Riverfront Park for 120 days. The resident did contact the City about appealing, but never submitted the formal request. In the future, an appeal would go before Judge Larry Blake, Jr and not City Council.
4. Eldridge thanked Keaton for attending the LOC Conference. Keaton commented that Albany also received the Excellence and Best Practices Award from CIS. He mentioned one of the trainings was on methods for getting kids involved with City Council. Thomas commented that the High School is having a career day and she thought it would be great to get the City involved. Thomas commented that Bryan Starr, the Superintendent, will be retiring at the end of the school year.
5. Nelson stated that interest rates are up to 2.2% and that she budgeted for .6%.

ADJOURN: With no further business, the City Council Business Meeting adjourned at hour of 7:48pm.

Mayor

City Recorder

City of Harrisburg

Parks System Plan

October 11, 2022



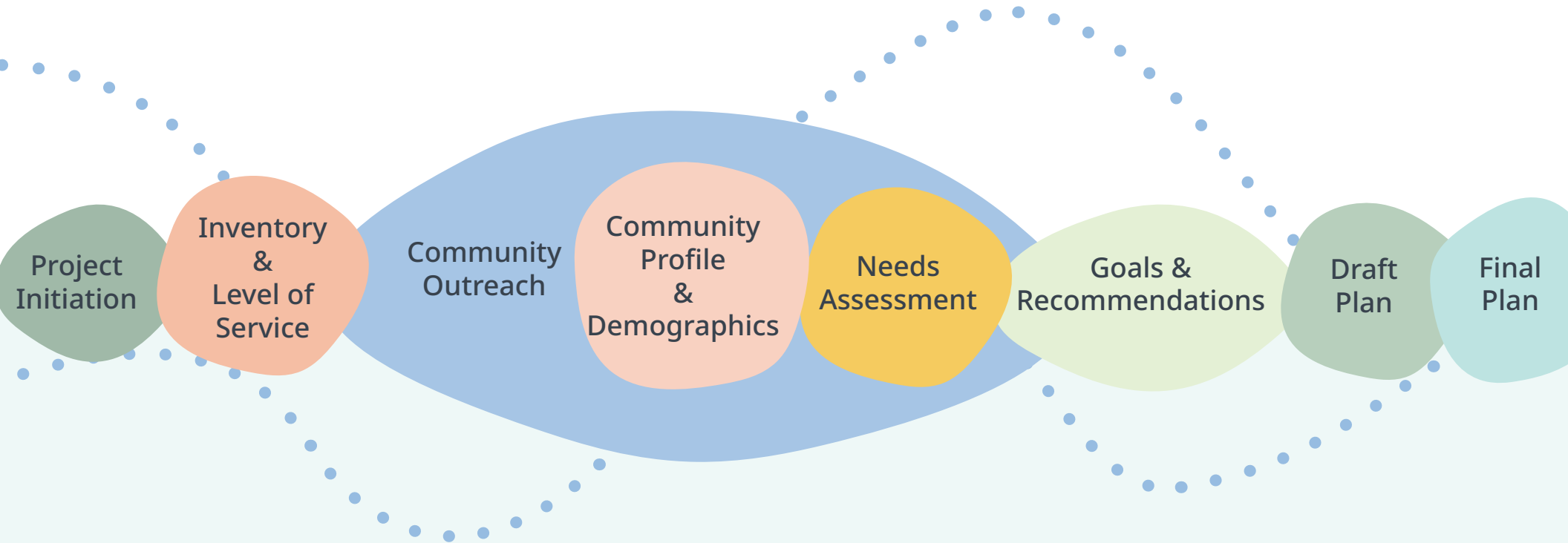
CAMERON
McCARTHY
LANDSCAPE ARCHITECTURE & PLANNING

Meeting Agenda

- Planning Process
- Facility Inventory & Level of Service
- Community Outreach
- Needs Assessment
- Vision & Goals
- Recommendations & Projects
- Discussion



Planning Process

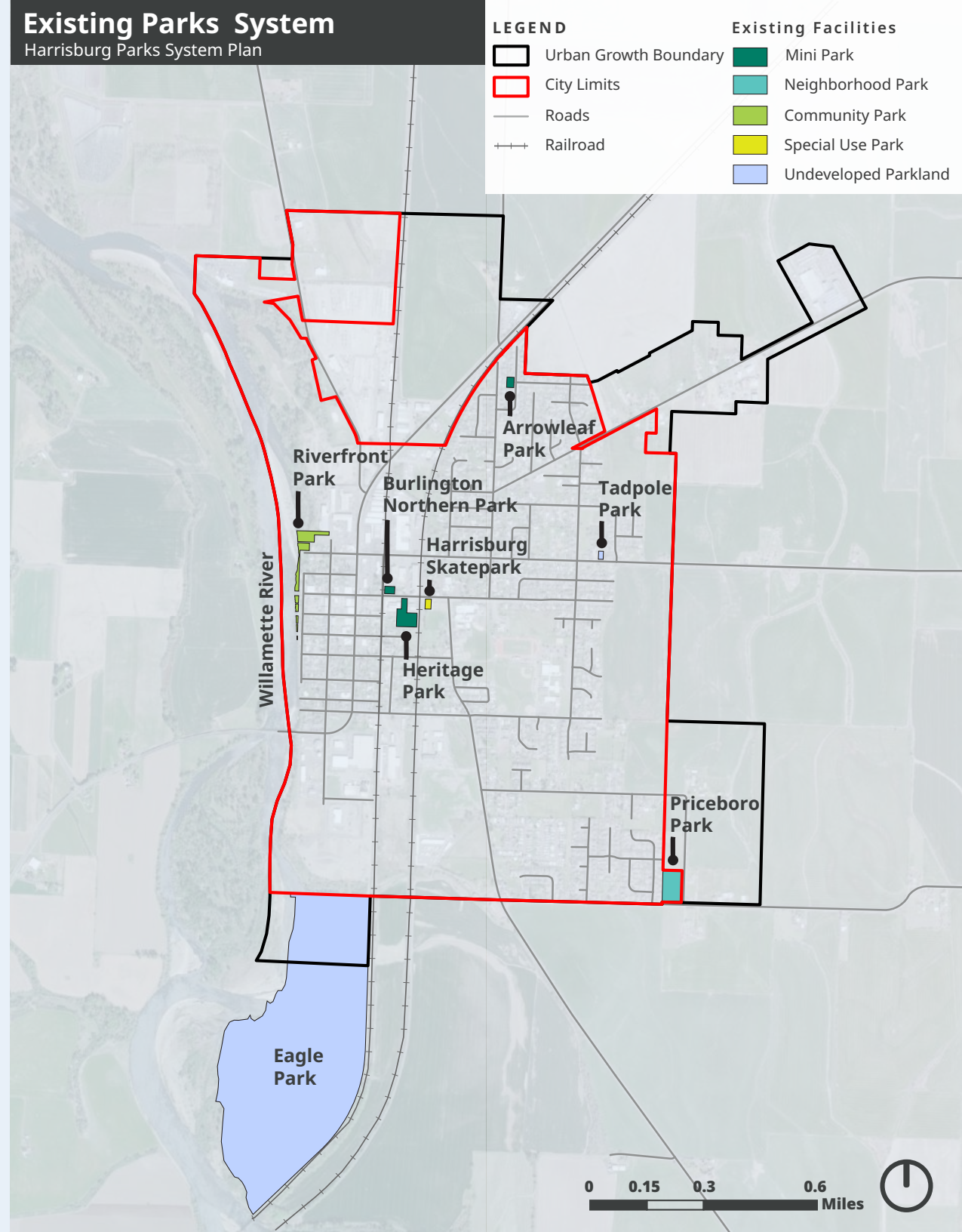


Facility Inventory

EXISTING PARKS		ACRES
Mini Parks		2.40
Burlington Northern Park		0.46 ¹
Heritage Park		1.62
Arrowleaf Park		0.32
Neighborhood Parks		2.63
Priceboro Park		2.63
Community Parks		2.11
Riverfront Park		2.11
Special Use Parks		0.25
Harrisburg Skatepark		0.25
TOTAL EXISTING PARK ACREAGE		7.39
UNDEVELOPED		ACRES
Eagle Park		132.42
Tadpole Park		0.16
TOTAL UNDEVELOPED ACREAGE		132.58

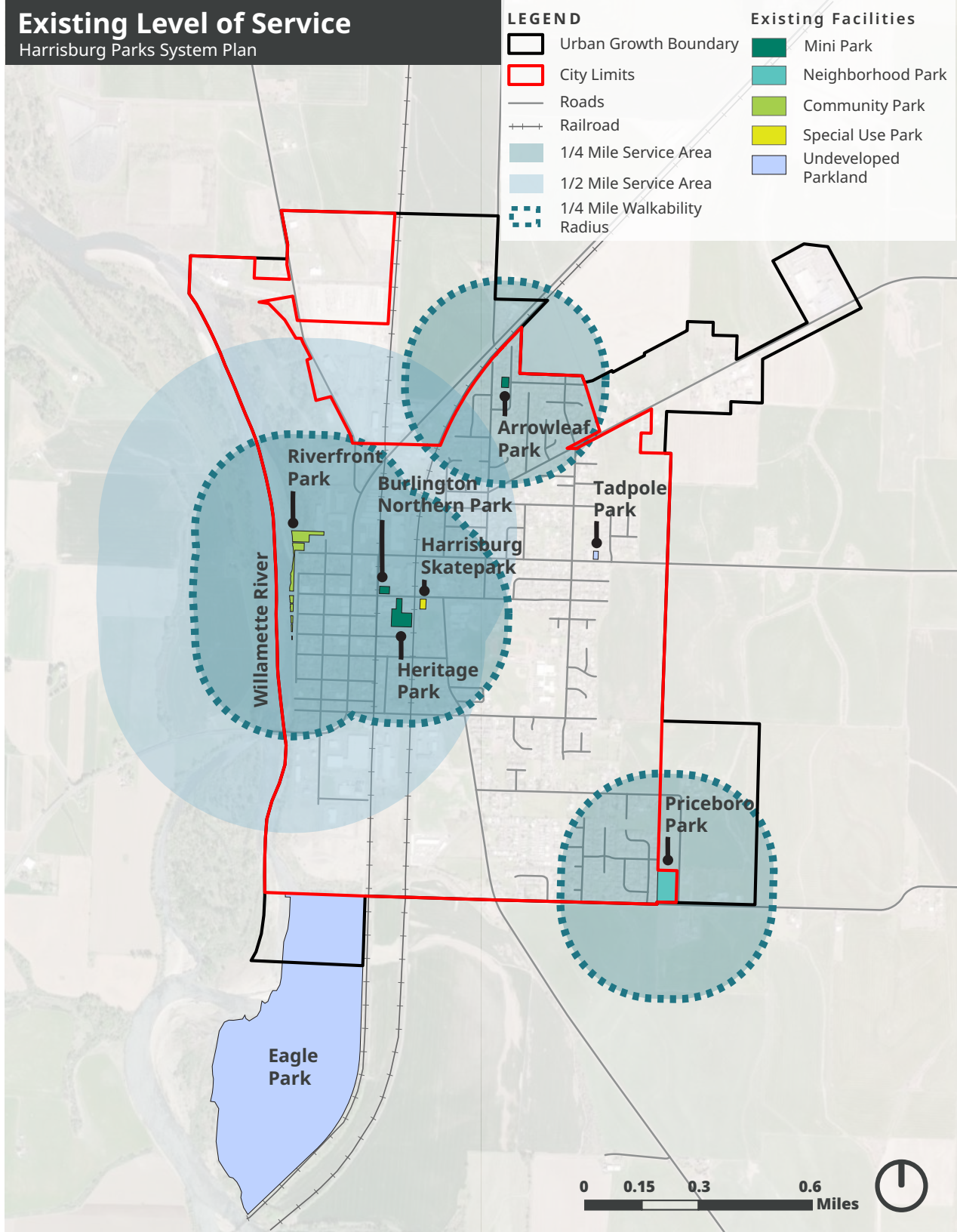
Existing Parks System

Harrisburg Parks System Plan



¹ Harrisburg Parks Plan, 2004

Level of Service



Level of Service

Number of Additional Parks Needed to Maintain Current Ratio

Current Residents/Park

RESIDENTS PER PARK

Population	Number of Residents	Ratio of Residents per Park	Comparison
Harrisburg	3,804	475.5 residents/park	--
Median	--	1,300	-824.5
Lower Quartile	--	908	-432.5
Upper Quartile	--	2,037	-1,561.5

RESIDENTS PER PARK PROJECTION

	Population	Ratio (residents/ park)	# of Additional Parks Needed to Maintain Current Ratio	Median	Lower Quartile	Upper Quartile
2020	3,804	475.5	--	1,300	908	2,037
2025	3,944	493	0.30	1,300	908	2,037
2030	4,339	542.38	1.13	1,300	908	2,037
2035	4,717	589.63	2.00	1,300	908	2,037
2040	5,096	637	2.72	1,300	908	2,037

Level of Service

Number of Additional Park Acres Needed to Maintain Current Ratio

Acres of Park Land/1,000 Residents

ACRES OF PARK LAND PER 1,000 RESIDENTS

Population	Number of Residents	Ratio (acres of park land/1,000 residents)	Comparison
Harrisburg	3,804	36.8 acres	--
Median	--	12.0	+24.8
Lower Quartile	--	5.2	+31.6
Upper Quartile	--	20.8	+16.0

ACRES OF PARK LAND PER 1,000 RESIDENTS PROJECTION

Population		Ratio with No Additional Land Acquisition (acres of park land/1,000 residents)	# of Additional Acreage Needed to Maintain Current Ratio	Median	Lower Quartile	Upper Quartile
2020	3,804	36.80	--	12.0	5.2	20.8
2025	3,944	35.49	1.35	12.0	5.2	20.8
2030	4,339	32.26	5.18	12.0	5.2	20.8
2035	4,717	29.67	8.83	12.0	5.2	20.8
2040	5,096	27.47	12.50	12.0	5.2	20.8

Community Outreach Activities & Events

Stakeholder Interviews

- Interviewed nine members of the public

Community Survey

- 40 responses

Focus Groups

- Hands on activity with 10 residents

Community Events

- Open House
- Business Expo



Community Outreach

Key Findings

- Majority of respondents reported being “satisfied” with the availability and conditions of existing park amenities and facilities.
- Lowest levels of satisfaction were reported for bathrooms, parking, and benches/tables.
- Most respondents reported being satisfied or somewhat satisfied with the quality of facilities/structures at all parks.
- Burlington Northern Park and Heritage Park were the only parks where respondents reported a higher rate of being dissatisfied.



Needs Assessment

Facility Needs

- Additional facilities for multi-generational play and gathering, such as picnic shelters and pavilions.
- Additional special use facilities.
- Expanded trail facilities and connections from Eagle Park to Riverfront Park.
- Improved accessibility of trails, bathrooms, and play structures.
- Age-appropriate play structures and recreation facilities.
- Experiential learning and education opportunities.
- Upgrades for the community center.
- Improved and additional park amenities.
- Emergency river access points for safety vehicles.



Vision Statement

Through parks, Harrisburg strives to be a livable city providing attractive and accessible recreation spaces for residents and visitors of all ages to enjoy.



Goals



**FOSTER
COMMUNITY
ACCESS AND
CONNECTIVITY**



**SECURE
FUNDING AND
PARTNERSHIPS**



**ACTIVATE
EAGLE
PARK**



**CELEBRATE
COMMUNITY
CULTURE AND
HISTORY**

Recommendations & Projects

Proposed Parks System Harrisburg Parks System Plan

LEGEND

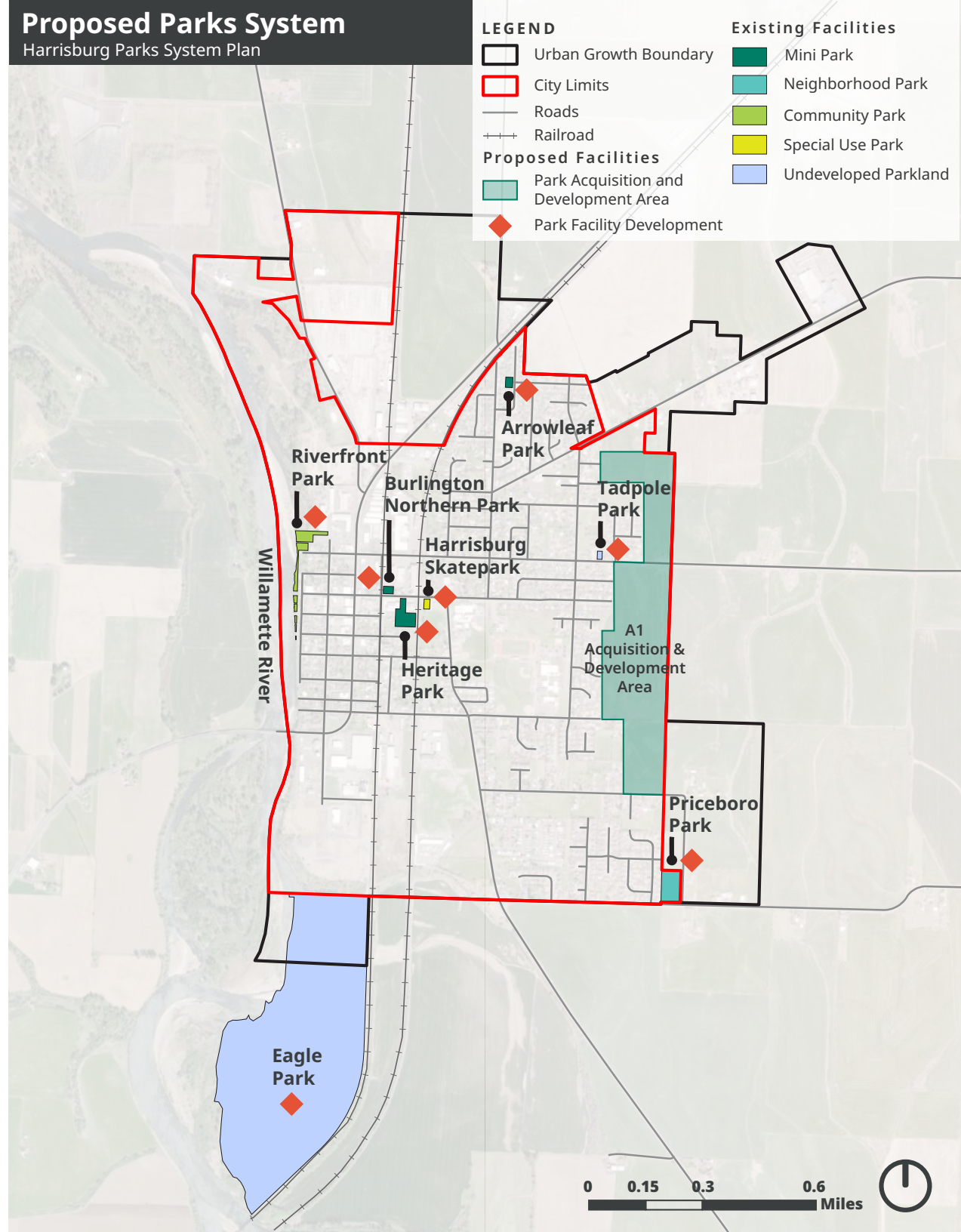
- Urban Growth Boundary
- City Limits
- Roads
- Railroad

Proposed Facilities

- Park Acquisition and Development Area
- Park Facility Development

Existing Facilities

- Mini Park
- Neighborhood Park
- Community Park
- Special Use Park
- Undeveloped Parkland



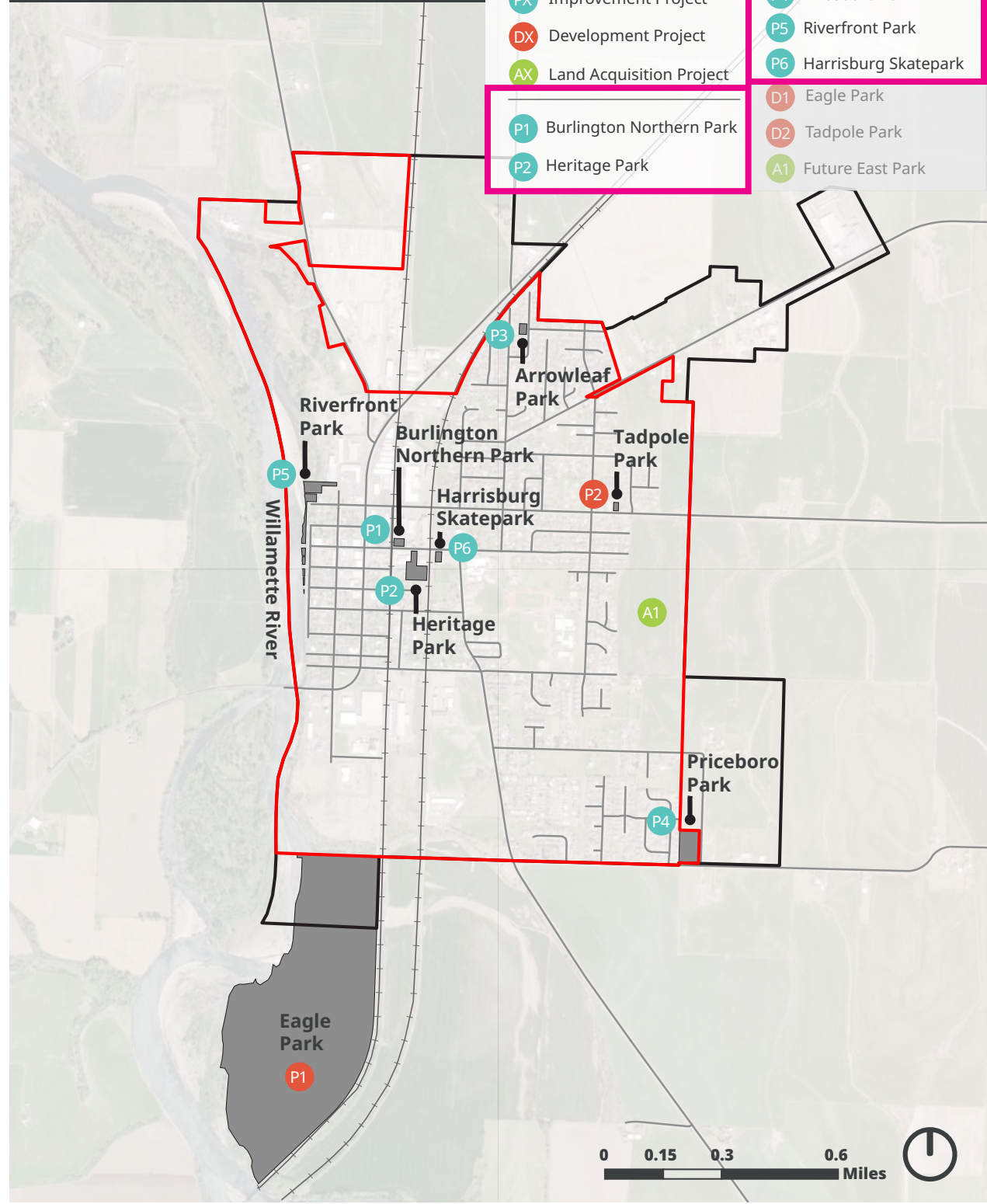
Recommendations & Projects

Capital Improvement Projects Harrisburg Parks System Plan

LEGEND

- PX Improvement Project
- DX Development Project
- AX Land Acquisition Project
- P1 Burlington Northern Park
- P2 Heritage Park

- P3 Arrowleaf Park
- P4 Priceboro Park
- P5 Riverfront Park
- P6 Harrisburg Skatepark
- D1 Eagle Park
- D2 Tadpole Park
- A1 Future East Park



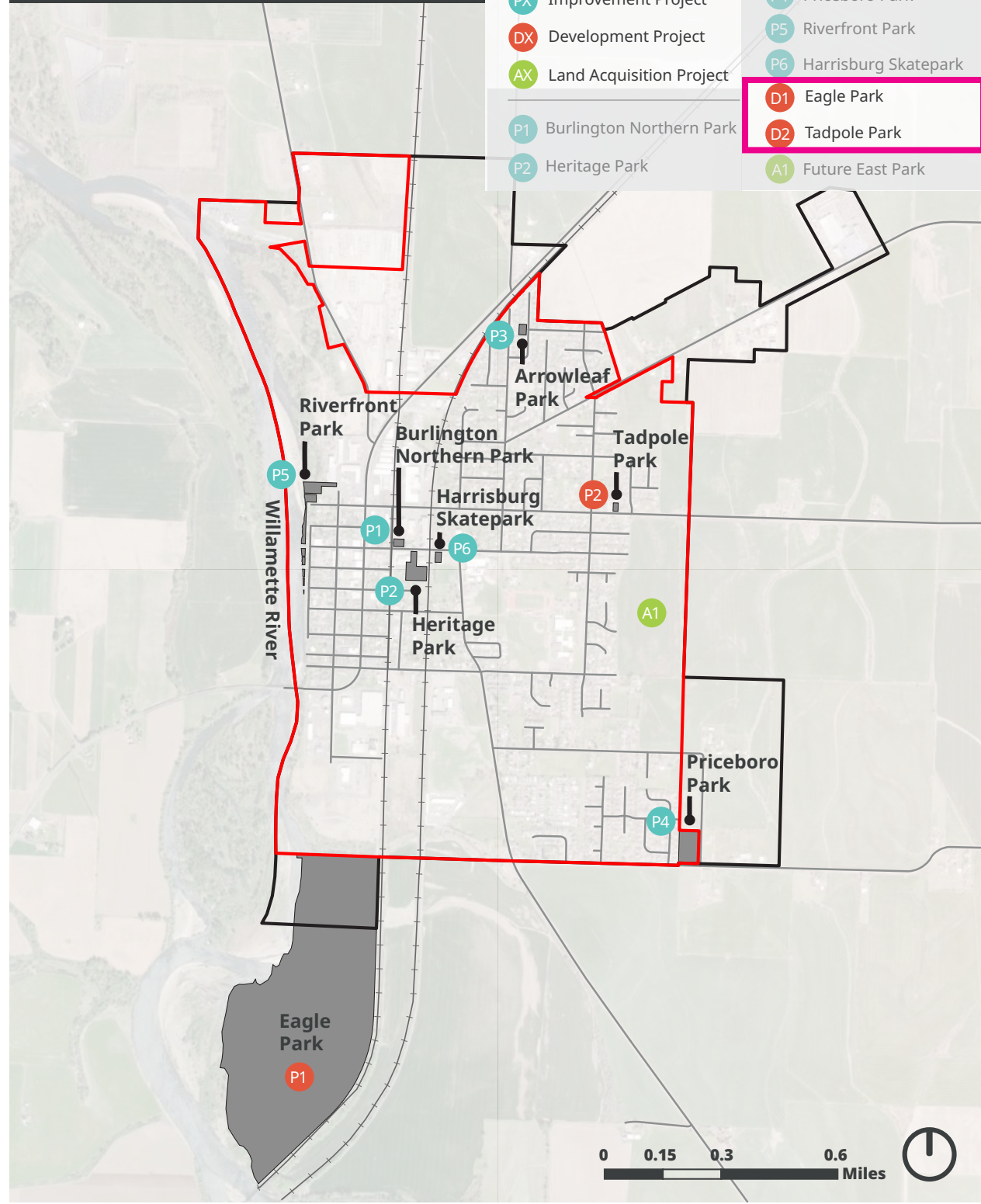
Recommendations & Projects

Capital Improvement Projects Harrisburg Parks System Plan

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- PX Improvement Project
- DX Development Project
- AX Land Acquisition Project
- P1 Burlington Northern Park
- P2 Heritage Park

- P3 Arrowleaf Park
- P4 Priceboro Park
- P5 Riverfront Park
- P6 Harrisburg Skatepark
- D1 Eagle Park
- D2 Tadpole Park
- A1 Future East Park



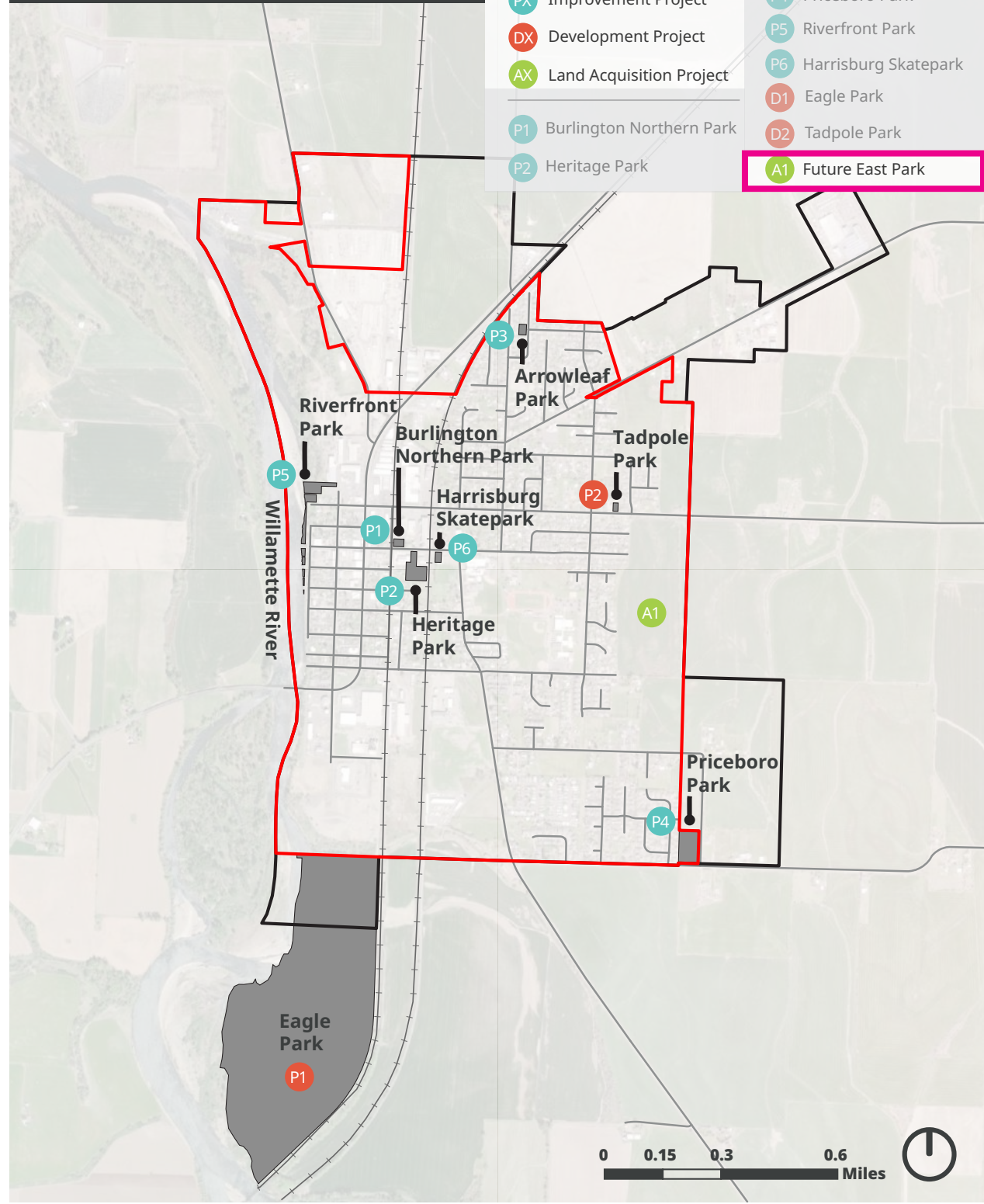
Recommendations & Projects

Capital Improvement Projects Harrisburg Parks System Plan

LEGEND

- PX Improvement Project
- DX Development Project
- AX Land Acquisition Project
- P1 Burlington Northern Park
- P2 Heritage Park

- P3 Arrowleaf Park
- P4 Priceboro Park
- P5 Riverfront Park
- P6 Harrisburg Skatepark
- D1 Eagle Park
- D2 Tadpole Park
- A1 Future East Park



Recommendations & Projects

Planned Projects And Prioritization Schedule

PROJECT ID	PROJECT TITLE	LEVEL 1 FY 2022-2026	LEVEL 2 FY 2027-2031	LEVEL 3 FY 2032-2041
P1	BURLINGTON NORTHERN PARK	\$-	\$8,600	\$-
P2	ARROWLEAF PARK	\$2,000	\$3,600	\$33,000
P3	PRICEBORO PARK	\$23,600	\$363,960	\$-
P4	RIVERFRONT PARK	\$216,000	\$-	\$-
P5	HARRISBURG SKATEPARK	\$2,000	\$-	\$132,000
D1	EAGLE PARK	\$1,970,800	\$1,271,400	\$754,000
D2	TADPOLE PARK	\$198,000	\$-	\$-
A1	FUTURE EAST PARK	\$-	\$-	\$-
	TOTAL	\$2,412,400	\$1,647,560	\$919,000

Recommendations & Projects

Funding

Projects

- System Development Charges
- Grants
- General Obligation Bond
- Partnerships
- Relationships
- Performance Measures

Operations & Maintenance

- Local Option Levy (or Serial Levy)
- Grants and Donations
- Operating Efficiency
- Volunteers
- Park Services Revenue

Discussion



Mayor Announcement:

I would like to make a formal announcement for the record, that the current Council Procedural Rules and Governance Policies, in section 14, states that the Sergeant-at-Arms shall be the City Administrator or an appropriate designee.

During meetings in which a member of law enforcement is not present, Chuck Scholz shall be the official Sergeant-at-Arms. It shall be the duty of the Sergeant-at-Arms to assist the presiding officer, as appropriate, to maintain the order and decorum at all meetings.