



## City Council Business Meeting Minutes March 08, 2022

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Mayor: Robert Duncan, Presiding  
Council President: Mike Caughey. Present  
Councilors Present: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, and Charlotte Thomas  
Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz and City Recorder 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 6:32pm

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** None present

### **THE MATTER OF DETERMINING THE PRIORITIES FOR THE 2023-2027 STRATEGIC PLAN**

**STAFF REPORT:** Eldridge reminded Council that at last month's meeting, Keaton suggested looking at each section of the strategic plan and for Councilors to indicate which goals are important to them.

- Thomas stated that she would like objective 3 to state housing in general and not just specify low income. She believes that if the City could offer those type of homes, they would sell. Caughey liked the term range of housing. Eldridge said she would change it to create and advocate for a wide range of housing opportunities.
- Keaton and Downey liked objective #3 as it was rewritten.
- Under Great Neighborhood Goals, Mayor Duncan would like to have larger lot sizes to be available for bigger homes and asked if we had a way to control the lot size. Eldridge replied going forward we will have more flexibility with our new model code.
- Downey and Scholz both like objective 7 and Keaton likes 5A.
- Council wants to include objective 11.
- Downey commented that businesses are important to her, and it was decided to keep all of objective 15.
- Scholz stated we need to update capital improvement, objective 22. Keaton asked about objective 23, certifications and Scholz responded that currently we are on track with certifications and as the treatment facility gets built, we will get the necessary certifications required.

- Eldridge has the information that she needs and will bring the revised version of the Strategic Plan back to a future meeting.

**THE MATTER OF REVIEWING A BID FOR THE READER BOARD REPLACEMENT**

**STAFF REPORT:** Eldridge stated that a formal quote was required due to the price of reader board. ES&A is the only company who submitted a bid, and her recommendation is option 1 (ADDENDUM 1). Option 2 (ADDENDUM 2) has more of a photo look to it and is significantly higher in price. Option 1 meets our criteria and has a five-year warranty. Eldridge pointed out the price quotes on page 25 and stated the price quote is good until March 15<sup>th</sup>. Due to it taking three to five months to receive, she would like to order as soon as possible. Mayor Duncan, Boese and Klemm stated they like option 1.

- Thomas **motioned to authorize the City Administrator to purchase option 1 for the new reader board from ES&A and was seconded by Caughey. The City Council then voted unanimously to authorize the City Administrator to purchase option 1 for the new reader board from ES&A.**

**THE MATTER OF APPROVING THE ANNUAL EVALUATION, AMENDMENTS TO THE CITY ADMINISTRATOR JOB DESCRIPTION AND A PROPOSED BONUS FOR THE CITY ADMINISTRATOR**

**STAFF REPORT:** Downey reviewed the results from the Personnel Committee meeting and commented that one evaluation came afterwards and was not included in the score. Downey stated that Eldridge appreciates all comments and wants to continue to be better in her role as City Administrator. Caughey tallied the 11 evaluations for a score of 3.48 out of 4. The Committee spoke with Eldridge about her salary, and it was decided to keep her salary at her current amount, but they would like to offer her a \$3,000 bonus.

- Mayor Duncan commented that he is thrilled. His only concern was the amount of hours she was working and that she wasn't getting enough family time.
- Downey commented that was discussed at the meeting as well.
- Eldridge commented that she appreciates Council offering her the position. It's been a privilege and she appreciate the support.
- Caughey **motioned to approve the annual evaluation for the City Administrator, Michele Eldridge at a score of 3.48 out of 4 and approve the issuance of a \$3,000 bonus to the City Administrator if the budget allows and was seconded by Boese. The City Council then voted unanimously to approve the annual evaluation for the City Administrator, Michele Eldridge at a score of 3.48 out of 4 and approve the issuance of a \$3,000 bonus to the City Administrator if the budget allows.**

**THE MATTER OF THE MAYOR APPOINTING A BUDGET COMMITTEE MEMBER TO A TERM ENDING DECEMBER 31, 2023****STAFF REPORT:**

- Mayor Duncan **appointed William Percell to serve on the Budget Committee for a term set to expire on December 31, 2023.**

**THE MATTER OF APPOINTING JOE NEELY TO THE PLANNING COMMISSION FOR A TERM ENDING DECEMBER 31, 2023**

**STAFF REPORT:** Thomas asked if there were any other applicants for the Planning Commission position and Ross replied there were no other applicants.

- Thomas **motioned to appoint Joe Neely to the Planning Commission for a term ending December 31, 2023 and was seconded** by Klemm. **The City Council then voted unanimously to appoint Joe Neely to the Planning Commission for a term ending December 31, 2023.**

#### **THE MATTER OF APPROVING THE CONSENT LIST**

- Downey **motioned to approve the consent list and was seconded** by Thomas. **The City Council then voted unanimously to approve the consent list. The motion to approve the consent list approved the following:**
  - **Harrisburg City Council Minutes for December 14, 2021**
  - **The Payment Approval Report for February 2022**

#### **CITY ADMINISTRATORS VERBAL:**

- Ross informed Council that the library would like to send out a fundraising letter (ADDENDUM 3) to raise money for the mural. Downey thought the money should be collected as a pledge but is excited about the mural. Thomas thinks the fundraising would be more successful if people could see a drawing of the mural that was included with the letter and Klemm agreed. Caughey commented that he liked the mural design but thinks it's premature until the design is accepted.

#### **OTHER ITEMS**

- Mayor Duncan asked if the City has an extra flag to replace the one at Or-Cal. Scholz replied that the City has no flags that size.
- Mayor Duncan mentioned the Fireman Awards are this weekend and wanted to know if anyone was attending as he will be unavailable.
- Thomas asked Council to keep the family of Sue Harris in their prayers as they deal with the loss of their son.
- Caughey asked hypothetically if someone has 100 acres and eight are designated wetlands, could they split and continue to use usable portions as agriculture or change the zoning to residential at some point and move the water infested area. Scholz replied that there are lots of options, it wouldn't be cheap, but it could be done. Eldridge commented that the Cascade West Regional Consortium is trying to get the state to change their policy and it makes it hard to advocate for developing.
- Keaton informed Council of last week's Oregon Transportation meeting. There was a Safe Routes to Schools presentation, stating that additional funding of \$26 million would be available in 2022/2023. Keaton has been asked to serve on Albany Millersburg's Economic Development Corp, after the retirement of Andy Olson.
- Scholz informed Council that we will be going out to bid again at the end of the month for the water treatment facility and he is hopeful. The City is also going out to bid for Monroe St which will widen the street by 1 ½ feet and will include curb, gutter, and sidewalk. It's a designated boat route and is partially funded by the \$100,000 Small City Allotment Grant.
- Scholz handed out ADDENDUM 4 which is the Engineers Memorandum for 7<sup>th</sup> and Diamond Hill Rd and referred to the last page which is the summary of improvement options. Scholz commented that he has ordered a flashing curve sign, that we should receive in about a week, and four radar activated speed signs for Diamond Hill, Territorial St, Priceboro and Coburg Rd. Klemm asked about a speed bumps and Scholz replied that it would have to be exactly 90 degrees perpendicular to the traffic and reminded Council that this is a truck route.

- Eldridge informed Council that the Library will get their own Facebook page with strict limitations and a policy in place.
- Eldridge asked for letters of support for the Safe Routes to School Grant (SRTS) for the 9<sup>th</sup> St Improvement Project. The City needs support from local residents to have a chance of receiving the grant. Thomas suggested Eldridge reach out to the residents on 9<sup>th</sup> Street and Klemm suggested the PTO for the School District.
- Eldridge informed Council that City Staff will be meeting again with BNSF on the 25<sup>th</sup> of March at 9am. Both City Attorney, Jim Brewer and City Engineer, Damian Gilbert will be in attendance. Klemm asked Eldridge if she was going to try and get ahold of Peter DeFazio. Eldridge replied she keeps getting directed back to the website when calling. Klemm said he had contact information and will forward it to Eldridge.
- Eldridge stated that masks are no longer a requirement after Friday and wanted to know if Council is comfortable with having two at a table again. It was thought best to leave it up to the individual.

**ADJOURN at the hour of 8:56pm**

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**Mayor**

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**City Recorder**