



## City Council Business Meeting Minutes May 09, 2023

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Mayor:	Robert Duncan, Absent
Council President:	Mike Caughey, Absent
Councilors Present:	Kimberly Downey, Robert Boese (via phone), Randy Klemm, and Charlotte Thomas
Councilors Absent:	None (one vacant position)
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, Councilor Kim Downey called the meeting to order at the hour of 6:32pm.

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

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

### **THE MATTER OF A PROCLAIMING MAY 2023 AS MENTAL HEALTH MONTH IN HARRISBURG**

**STAFF REPORT:** Downey introduced Dick Knowles with the Linn County Mental Health Advisory Board prior to reading the Proclamation naming May as Mental Health Month in Harrisburg. Knowles noted the importance of mental health awareness.

**THE MATTER OF HARRISBURG PUBLIC LIBRARY OUT OF CITY LIMIT STUDENT CARD PROGRAM**

**STAFF REPORT:** Nelson introduced Librarians Amanda Pelkey and Edie Carter. Pelkey commented that this program was developed to give students more access to materials not available by the school district.

- Klemm asked who qualified and Pelkey stated all students in the Harrisburg School District, including private and home schools, ages 5-18. Pelkey further stated this program will allow ten items to be checked out at a time, only books and only materials belonging to our Library, not the consortium.
- Nelson pointed out the District Boundary on page 11 of the agenda.
- Thomas asked if students live in other cities, do they qualify, and Nelson replied yes. Thomas also asked what the projected increase would be and Pelkey replied 25-30 students.
  - Boese **motioned to approve the Out of City Limit Student Card Program to be effective immediately and was seconded by Klemm. The motion passed by a vote of 4-0.** (Yes: Klemm, Boese, Thomas and Downey. No: None.)

**THE MATTER OF REVIEWING A DRAFT FRANCHISE AGREEMENT WITH BNSF RAILROAD FOR THE 4TH ST. - RAIL IMPROVEMENT PROJECT**

**STAFF REPORT:** Eldridge reviewed the staff report. Some of the highlights included:

- This is the 3<sup>rd</sup> draft that was put together by City Attorney, Jim Brewer, which was then reviewed by Eldridge and the department heads.
- BNSF wanted a 25-year franchise agreement, but the City prefers 20yrs.
- Eldridge noted, during the construction of the track, when the track is not usable, their franchise fee will be prorated.
- The attorneys for BNSF will be reviewing the draft and it will come back to Council after, hopefully in June as the current MOU expires June 30<sup>th</sup>, 2023.
- Once signed, the City will hold a town hall meeting in the future so residents can ask questions about the project.
- Eldridge is currently looking into federal grants to help with the project.
- No further discussion.

**THE MATTER OF APPROVING AN INTERGOVERNMENTAL AGREEMENT (IGA) TO JOIN THE SMALL MUNICIPALITY ADVOCACY COALITION (SMAC)**

**STAFF REPORT:** Eldridge reviewed the staff report. Some of the highlights included:

- Eldridge noted the financial agreement is the sole responsibility of each municipality.
- Agreements will be sent to each City and each City can drop Tate Public Affairs at any time but will still be able to be a part of SMAC.
- No further questions from City Council.
  - Klemm **motioned to authorize the Mayor to sign the IGA on behalf of the City of Harrisburg and was seconded by Thomas. The motion passed by a vote of 4-0.** (Yes: Klemm, Boese, Thomas and Downey. No: None.)

**THE MATTER OF DISCUSSION IN RELATION TO RV'S AT THE WASTEWATER FACILITY**

**STAFF REPORT:** Eldridge reminded Council this was first brought to their attention at last month's work session after she received a complaint from a resident. She reviewed the staff report. Some of the highlights included:

- She noted the importance of keeping our facility safe from possible terrorism as our plant is upstream from Corvallis, Adair Village and Albany. Eldridge felt Scholz living at the facility gives the City that protection.
- Our Emergency Response Plan states the infrastructure should be fenced and locked.
- A six-foot fence surrounding the property would be at a cost exceeding \$213,000, which at this time is unaffordable.
- City Attorney Jim Brewer stated the importance of having an agreement, allowing Scholz to be living out at the property and the City should be charging rent which could be as little as \$1 per month. Brewer stated that the agreement will indicate the dos and don'ts allowed at the property.
- Scholz stated there are two RVs parked at the City property and they both belong to him.
- Klemm asked when the resident submitted his complaint, if the City gave him the information that we have available. Eldridge responded that at that time, she didn't have the information they have now and noted this should have been brought to Council back in 2018.
- Downey, Boese and Klemm don't have any issues with Scholz living at the City property for a fee of \$1 per month. Thomas asked that any future dealings with this type of concern be handled through the City Administrator or the Public Works Director.
- No further discussion.

#### THE MATTER OF APPROVING THE CONSENT LIST

**STAFF REPORT:** No concerns or comments.

- Thomas **motioned to approve the consent list and was seconded by** Klemm. **The motion passed by a vote of 4-0.** (Yes: Klemm, Boese, Thomas and Downey. No: None.) Motion to approve the consent list approved the following:
  - **The Minutes for the April 11, 2023 City Council Meeting**
  - **The Payment Approval Report for April 2023**
  - **Approve the Out of State Travel for Lori Ross to attend the Professional Development 1 being held in Tacoma Washington**

#### CITY ADMINISTRATOR VERBAL REPORT

**False Alarms:** Eldridge asked City Council if they would like for her to start a false alarm program due to the high volume of false alarms shown in the monthly LCSO reports noting the person cited could receive a fine.

- Nelson stated there were 13 false alarms calls last month.
- Thomas asked if LCSO is required to respond to all alarm calls and Eldridge replied yes.
- Klemm commented that Eugene has a false alarm policy in place.
- Thomas mentioned reaching out to businesses to inform them of the potential enforcement and if that doesn't work, bring it back to Council.

**Eagle Park Work Party:** Eldridge informed Council the first work party is set for Saturday, May 13<sup>th</sup> from 9:30am to 2:30pm.

**HB 5030-Capital Construction:** Eldridge thanked Klemm for testifying last Friday on behalf of the City.

**REAL Promotion:** Eldridge informed Council REAL will be attending a future meeting. The City will also be applying for a RARE student from the University of Oregon.

**Vacation:** Eldridge will be taking vacation beginning May 24<sup>th</sup>. She will also be attending a conference in Long Beach, California from June 7<sup>th</sup> to the 10<sup>th</sup>.

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**Republic Services:** The annual clean up day is scheduled for Saturday, June 24<sup>th</sup> from 9am to 2pm at the high school. More information available soon. Eldridge also noted Republic Services will be donating \$1,000 again this year towards Summer Sounds.

**With no further discussion, the City Council Business Meeting adjourned at the hour of 7:57pm.**

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**Mayor**

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**City Recorder**