



City Council Work Session Minutes
April 25, 2023

Mayor: Robert Duncan, Presiding
Council President: Mike Caughey, Present
Councilors Present: Adam Keaton, Randy Klemm, Kim Downey and Charlotte Thomas
Councilors Absent: Robert Boese
City Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz, and Finance Officer/Deputy City Recorder Cathy Nelson,
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. All in attendance were there for items on the agenda.

PLAQUE PRESENTATION. Mayor Duncan thanked Councilor Adam Keaton for his service to the Harrisburg Council and community and presented him with a plaque.

Mayor, Robert Duncan left the meeting at 6:44pm. Council President, Mike Caughey, took over as chair.

THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO IF ONE IS AVAILABLE

STAFF REPORT: Lieutenant Hardy gave brief summary of the March 2023 report. LCSO worked with Newport to find a wanted fugitive in Harrisburg. Crimes against feed stores are up, the theft involves buying alfalfa or other products and then canceling the card upon leaving the establishment. Hardy requested the access road to Eagle Park be fixed.

- Eldridge asked if the 72-hour required posting for camp removal started at the time of the called in complaint or when physically contacted by LCSO. Hardy replied that the time starts for the actual posting of the notice to trespassers.
- Klemm noted the mental health calls in the report. He asked what resources were available. Hardy said that LCSO participates in the 988 plan, which is similar to 911 for mental health issues. They also have access to the LCMH Crisis Task Team.
- Thomas asked if the caller requesting a welfare check could get a follow-up with the results. Hardy stated they could, and they try to provide those as long as it is safe for both parties.

THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM THE COBURG POLICE DEPARTMENT IF ONE IS AVAILABLE

STAFF REPORT: Officer Mike Lee gave summary of the Coburg 2023 1st Quarter Stats Report. They have started to track written warnings as per the previous meeting's request. Most of the warnings were given to speeders. Lee pointed out that weather tends to drive citations. People generally don't drive when it is stormy.

THE MATTER OF THE DISCUSSING THE HARRISBURG FISCAL YEAR 2021-2022 AUDIT REPORT WITH THE AUDITOR, STEVE TUCHSCHERER

STAFF REPORT: Nelson introduced Steve Tuchscherer who presented the Harrisburg Audit report for the fiscal year 2021-2022. Tuchscherer apologized for being two (2) months behind on finishing the audit due to fewer auditors doing municipal audits creating a very heavy workflow. He stated that there were no significant issues. The city's internal controls are adequate, and separation of duties are as best as can be due to the limited number of staff. The Council is doing a good job of monitoring the level of internal controls. There is no indication of fraud, and the cash receipts process meets requirements. Tuchscherer noted the newer two (2) funds and was concerned about trying to manage too many funds at once. He also pointed out that the financial reporting blends all funds together except for utility funds. He suggested possibly combining water, water reserves and water SDC funds and the sewer, sewer reserve and sewer SDC funds.

- Caughey said he was happy to hear the City was in good shape.
- Downey **motioned to approve the City's fiscal year 2021-2022 audit report, as presented by the Auditor Steve Tuchscherer, and was seconded by Klemm. The motion passed by a vote of 5-0.** (Yes: Caughey, Downey, Keaton, Klemm and Thomas. No: None.)

City Council recessed at 7:11pm to begin the HRA Board Meeting and returned from recess at 7:22pm.

THE MATTER OF A DISCUSSION IN EXECUTIVE SESSION UNDER ORS 192.660(1)(2)(H), "TO CONSULT WITH COUNSEL CONCERNING THE LEGAL RIGHTS AND DUTIES OF A PUBLIC BODY WITH REGARD TO CURRENT LITIGATION OR LITIGATION LIKELY TO BE FILED." IN RELATION TO ESTABLISHING OBJECTIVELY REASONABLE TIME, PLACE AND MANNER (TPM) RESTRICTIONS IN RELATION TO CAMPING AND T SITTING, SLEEPING, AND LYING DOWN ON PUBLIC PROPERTY IN HARRISBURG

The Mayor declared an Executive Session as per ORS 192.660(1)(2)(h) at the hour of 7:23pm.

The City Council exited the Executive Session at the hour of 8:44pm and returned to the City Council Work Session.

OTHER ITEMS

- Eldridge notified the council of upcoming meeting with the Regional Solutions Team (RST) and executive staff.

With no further discussion, the City Council Work Session adjourned at the hour of 8:49pm.

Mayor

City Recorder