



Harrisburg City Council Minutes
June 22, 2016

The Harrisburg City Council met on this date at City Hall, located at 120 Smith St, at the hour of 6:30pm. Presiding was Mayor Robert Duncan. Also present were as follows:

- Kimberly Downey
- Mike Caughey
- Robert Boese
- Sarah Puls
- John Loshbaugh
- Adam Keaton
- City Administrator Brian Latta
- City Recorder /Assistant City Administrator Michele Eldridge
- Finance Officer Tim Gaines

Concerned Citizens in the Audience: Everyone present was here for items on the agenda.

Thank you to Planning Commission Youth Advisor Karina Ruiz-Lopez

- Mayor Duncan presented a letter of appreciation, and thanked Ruiz-Lopez for her time spent on the Planning Commission as a Youth Advisor. He noted that the Youth Advisors bring youth and the community together in Unity. He thanked her for her year of serving on the Planning Commission.

The matter of Approving the City Budget for Fiscal Year 2016-2017; and the following Resolutions: Resolution No. 1138, "A RESOLUTION ESTABLISHING WATER RATES FOR USERS OF THE HARRISBURG MUNICIPAL WATER SYSTEM, REPEALING RESOLUTION NO. 1107, AMENDING RESOLUTION NO. 578, SECTION 5, AND ESTABLISHING AN EFFECTIVE DATE", Resolution No. 1139, "A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF HARRISBURG ESTABLISHING A SEWER USER FEE, REPEALING RESOLUTION NO. 1108, AMENDING RESOLUTION NO. 579, AND ESTABLISHING AN EFFECTIVE DATE", Resolution No 1140, "A RESOLUTION ESTABLISHING STORM DRAINAGE RATES FOR USERS OF THE HARRISBURG MUNICIPAL STORM DRAINAGE SYSTEM, REPEALING RESOLUTION NO 1106, AND ESTABLISHING AN EFFECTIVE DATE", and Resolution No. 1141, "A RESOLUTION MAKING APPROPRIATIONS FOR THE CITY OF HARRISBURG, OREGON, FOR THE FISCAL YEAR 2016-2017."

Staff Report: Finance Officer Tim Gaines said that in his 13 years of employment with the city, that he had never seen the Budget Committee complete the budget adoption in one meeting only. It really helps to have the process down. There were just a few changes to the budget. You'll see on page 9, about halfway down the page, that under buildings and grounds, they had changed city events from \$1,250 to \$3,500.

- Latta noted that was for the Harvest Festival. He briefly noted changes there.
- Gaines said then on page 31, we had forgotten to put the quarterly workers compensation expense of \$33; so that was added in. Finally, there was on page 56, under Capital Outlay, the Lift Station Reserve line. That was supposed to have been bumped by \$10,000, so it should have been \$30,000, instead of \$20,000. Outside of that, all the rest of the budget is the same as what was approved by the Budget Committee.
- Mayor Duncan asked where he had gotten the money from to pay for those changes.
- Gaines told him from contingency. Our contingency is really healthy. He talked about some of the upcoming projects, such as Moore Street. Those projects will cost a lot, but streets are an issue everywhere.

Downey asked about the HRA fund. Wasn't that paying for some of the street projects? Gaines told her yes, it does help. The street funding isn't enough for those projects on their own. Latta said that we have some creative options to fund street projects. Chuck and Tim are working on a street inventory, which is nearing completion. Then we can start prioritizing the street projects. The City Council then talked briefly about some of the other street work that had been done lately, and the difference between actually replacing a street and doing projects such as grinds and overlays. Gaines also wanted to point out that we have to reiterate the rates; they are exactly the same as last year, but we do need to adopt them again.

- Downey **motioned to approve the Adoption of the FY 2016-2017 City Budget, and to approve Resolution No. 1138, "A RESOLUTION ESTABLISHING WATER RATES FOR USERS OF THE HARRISBURG MUNICIPAL WATER SYSTEM, REPEALING RESOLUTION No. 1107, AMENDING RESOLUTION NO. 578, SECTION 5, AND ESTABLISHING AN EFFECTIVE DATE", Resolution No. 1139, "A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF HARRISBURG ESTABLISHING A SEWER USER FEE, REPEALING RESOLUTION NO. 1108, AMENDING RESOLUTION NO. 579, AND ESTABLISHING AN EFFECTIVE DATE", Resolution No 1140, "A RESOLUTION ESTABLISHING STORM DRAINAGE RATES FOR USERS OF THE HARRISBURG MUNICIPAL STORM DRAINAGE SYSTEM, REPEALING RESOLUTION NO 1106, AND ESTABLISHING AN EFFECTIVE DATE", and Resolution No. 1141, "A RESOLUTION MAKING APPROPRIATIONS FOR THE CITY OF HARRISBURG, OREGON, FOR THE FISCAL YEAR 2016-2017."** She was **seconded** by Caughey, and the **City Council voted unanimously to approve the Fiscal Year 2016-2017 Budget, and accompanying resolutions for utility system rates for FY 2016-2017.**

The matter of Approving the State Revenue Sharing Resolutions; Resolution No. 1142, "A RESOLUTION CERTIFYING THE CITY OF HARRISBURG IS ELIGIBLE TO RECEIVE STATE REVENUE SHARING MONEY IN FY 2016-2017," and Resolution No. 1143, "A RESOLUTION DECLARING THE CITY OF HARRISBURG'S ELECTION TO RECEIVE STATE REVENUES IN FY 2016-2017."

Staff Report: Eldridge explained the importance behind following the state procedures for declaring our eligibility to receive state revenue sharing moneys. The total amount is \$79,500.

- Puls **motioned to approve Resolution No. 1142, "A RESOLUTION CERTIFYING THE CITY OF HARRISBURG IS ELIGIBLE TO RECEIVE STATE REVENUE SHARING MONEY IN FY 2016-2017," and Resolution No. 1143, "A RESOLUTION DECLARING THE CITY OF HARRISBURG'S ELECTION TO RECEIVE STATE REVENUES IN FY**

2016-2017.” Downey seconded the motion, and the City Council voted unanimously to approve the Resolutions that enable the City to have eligibility to receive state revenue sharing.

The matter of Approving Resolution No. 1144, “**A RESOLUTION COMBINING AND AMENDING THE JOB DESCRIPTION FOR A PART-TIME/ON-CALL OFFICE ASSISTANT.**”

Staff Report: Eldridge remarked that this combined two different positions, and created more flexibility for the City by having the ability to have the position apply to either the Library, or City Hall.

- Downey **motioned to approve Resolution No. 1144, “A RESOLUTION COMBINING AND AMENDING THE JOB DESCRIPTION FOR A PART-TIME/ON-CALL OFFICE ASSISTANT”**, and was **seconded** by Caughey.
- Latta noted that we do have two job openings, one for this position, and two others.
- **The City Council then motioned unanimously to approve Resolution No. 1144, and therefore, the job description for a part-time/on-call office assistant.**

The matter of Reviewing and Approving the 100-Acre Park Feasibility Study

- Caughey really liked the idea of the park being called Morse Brother’s Park.
- Latta told him that we shouldn’t name it yet. Cameron McCarthy are the consultants who have been working on the park feasibility study. Colin McArthur is here tonight. This is where you will be adopting the findings of the study. He would like Council to adopt it tonight, so that we don’t have it go over into the new fiscal year. If needed, we do have next week to call another meeting if you need to amend anything.
- Mayor Duncan was very pleased with the study.
- Puls agreed.
- Caughey said that he felt we really had a handle on what people want. Most of what they wanted is included. He was initially concerned with the amount of parking, but he has discovered that there really is a lot of parking here.
- McArthur said that there are 4 bays of 8 spaces each, for a total of 32 spaces, plus another 8 spaces at the trailhead between two ponds. The access road also has head in parking, and a temporary parking area as well.
- Mayor Duncan said that we needed creativity in it. He considers himself a bit of a visionary to get it going, and he took some heat for it. However, his visionary capabilities stopped at the gate. You guys did very well with the plan, and he’s pleased with the final study.
- McArthur said that this is a guiding document, that doesn’t bind the city in any kind of a formal agreement and actions. It’s a resource for you to use in the future. We’ve had public involvement and outreach. We’ve had a survey, and meetings with the community to come up with the findings of this study. It focuses on the development of the northern 23 acres. He talked about the findings, and the developments for the park that are recommended through the study. The study looks at completing the park in 3 phases. Phase 1 starts after acquisition of the park following the reclamation of the property to five years. Phase 2 is five to ten years, and phase 3 is ten to twenty years out. A project this size and magnitude takes a lot of work. In Phase 1, we work on the site plan and grading. In phase 2, we work around the access road. He said that the estimated project for all three phases is currently \$2.7 million. The costs are weighted,

because it's a bid project. We want to include both hard and soft costs for the project, as well as contingency. As you move forward, there are definitely ways to deliver the project in creative ways. The city can work on identifying funding through sources and partners. You'll need to collaborate with Knife River, because some of the work can be done during reclamation. They can work on a lot of the project themselves by providing paving and some of the infrastructure. You can pursue that in three years. Between 2019 and 2020 you can work on phase 1, and prepare construction documents, obtain environmental permits you need, and work on putting things in the water such as docks, wetland removal, and fill permits. There is some required land use work to clean up the areas. Then physical construction can commence. He said that acquiring this property is in the best interests of the City. The 1st step to this conservation resource is to have it supported by the community.

- Mayor Duncan asked about MacArthur's thoughts on the permitting process. Anytime we leave the confines of the city, and we start dealing with state and federal agencies, and common sense seems to leave the process. He'd like his opinion on that.
- McArthur told him that it's not that complicated. The only work we are doing in the beginning is to simply provide accessible fishing platforms for the pond. The plans are designed to avoid wetland impacts. At one point in the past, there is a potential for an endangered or threatened species on the land, but the last sighting was many years ago. Working with the County is in the City's best interest. The consultants recommended some plan amendments for this, and things like annexing the property in the UGB into the City limits. If you don't decide to do that, then you can leave it in the county zoning area, in which you'll need a special use permit. Those are all relatively minor actions, and are normal for this type of project. He's seen a lot worse land use problems.
- Downey remarked about how loaded the report is.
- McArthur told her it is. We want to see something happen here, and for the City to realize your visions. We want to give you a plan to make that happen.
- Downey said she was surprised by all the avenues they gave us with this plan. She can't thank them enough for that.
- McArthur said that this is something you put together over time, and you have those resources to turn to. With a combination of both recreation and conservation, it gives you some opportunities to work with conservation agencies, in developing land trusts and partnerships.
- Mayor Duncan asked him if he felt positive about the outcomes we have for funding?
- McArthur told him that we are positive that there are sources and partners out there. Between now and then, there are things that could change as well. What can Knife River and the City do together, is just a small piece of it.
- Downey said that she couldn't see why the agencies wouldn't join us.
- McArthur told her it makes sense.
- Loshbaugh **motioned to accept the findings contained in the 100-Acre Park Feasibility Study to be used by the City for future park projects on the site. He was seconded by Caughey, and the City Council voted unanimously to approve the adoption of the findings in the 100-Acre Park Feasibility Study.**
- Caughey asked in a related question, if the sheriff's department will patrol that?

- Latta told him yes; it's in Linn County. If we annex the top portion of the park, then it's also covered in our contract with them.
- McArthur said that there were a few cosmetic changes to make in the report. If they wanted anything changed, they could provide it to Latta by the end of the week, and he can incorporate them. Otherwise, the study will be completed by next Thursday.

The matter of Discussing a Request for Matching Grant Funds from the Chamber of Commerce

Staff Report: Latta reminded the Council that Council President Brad King had come to the last meeting, and let us know that they would be returning with a plan in place. They submitted a letter to us with the program elements; that's on page 137 in the packet. They are requesting \$5,000 from the City, and had a suggested area in which to budget the amount. He agrees with the fund line suggestions they are looking at. He had provided a report on how much revenue is coming into the fund. The funds come from our license revenue for the year. There is enough money there, however, he noted that the fund grows slowly. While we don't have specific plans for the revenue here, the Council may want to be conservative. As such, he is recommending an amount of \$3,750 to give to the Chamber of Commerce, if they are successful with their grant request.

- Liz Doyle, a board member of the Tri-County Chamber of Commerce, and the project lead for this grant request, said that the grant request is for \$25,000. They are therefore trying to build \$25,000 to support our matching grant requirement. The project will involve all three communities. She explained that there is lots of money in the state for expanding bike travel. Travel Oregon is the tourism arm for the state, and they have funds available for cycling, and driving trails. What they propose is a bikeway and driveway that will hook up with the state bike-ways, and in particular, the one that goes to the coast. They want to develop a cycling and driving trail that highlights all of our community businesses, and festivals. It will be available on-line as a map that can be used by cyclists. In addition, we are putting together a complete video tour, that highlights all the communities, and businesses that are involved. They've received pledges from other tourism based agencies, such as Travel Lane County, Visit Corvallis, and the Willamette Valley Visitors Association. They are also asking each City for pledges, since this project directly impacts tourism. She would like to tie into other bike trails in this area; she's not certain if anyone here is aware of how big the biking industry is.
- Latta said that his neighbor is a bike advocate. He talks about the trails all the time. He regularly rides to Alsea, and all over the area.
- Doyle continued, saying that there is a person in Monroe, who is an advocate for this program, who is working with BLM to get trails on BLM land. There is a huge need for biking tourism right now. As a small example, a business who caters to bikers should have a bike rack out in front; not many of ours do.
- Brad King, Chamber President, said that when he was here the last time, he mentioned that each City is being asked to contribute to this project. We do ask members of the chamber to donate money that supports the chamber budget. This is separate from that. We didn't ask Harrisburg to help contribute to the website changes we made last year, so we are asking for \$5,000 this year. We are asking Junction City to contribute \$6,700, because they did contribute to the website last year. We are also asking Monroe to contribute something. He tried to be fair in how we asked each City for funds.

- Downey said that one thing she's heard from businesses, is that for bikers and motorcycling, people drive, and ride through, but they don't stop. That doesn't benefit a business like Hurds for example. She can hear everyone asking what it will do for their business now.
- King told her this project is tourism related. They may not stop while they are on a ride, but they notice, and it's later that they return. We are talking about lodging, museums, rest areas, restrooms, and events like the concerts at the Gazebo. That doesn't impact companies like Gheen or Hurds as much as it does tourism related business uses.
- Downey asked about Travel Oregon, and the website. What kind of general advertising will you have? Will you say these are the communities involved, and will they promote it?
- Doyle said yes. We produce the video, and everyone who is featured gets to use it. Harrisburg will get a copy, as will each DMO (District Marketing Organization); they will each get a copy. In Harrisburg, the 4th of July is huge. We personally will not go anywhere else other than here. Everyone should come and see what happens here. We want to give people opportunities to come and see what happens here.
- Downey asked if Travel Oregon are the ones that do the scenic routes, like the ones that include the farms.
- Doyle told her they are the ones in charge of the scenic byways, yes.
- Downey knew that there would be some promotion of that route then.
- Doyle noted that we want to link up with the other bikeways.
- Downey asked whether they had a feeling for how Monroe would help.
- Doyle said that we are doing that next week. They have no hotels, almost no restaurants, no gas station, but they do have a bike trail, that has brought people to Monroe for years. They do have money set aside for tourism.
- King felt fairly good about the Junction City proposal, because they have money for tourism as well. We have steps we have to take, but he has a good feeling about it.
- Downey said that she's been walking with Latta about economic development, which is included in the Strategic Plan. She's a little nervous about spending money when she's not sure where we are heading with that. We haven't been working on a project. She's not really sure what our goals are, other than improving economic development.

Council asked about some of the other nearby bikeways; Doyle told them that Peoria Rd currently links up with other bikeways, and Bellfountain is frequently used. Latta said that there are opportunities there to connect with Peoria Rd, and Bellfountain Rd., to make that loop. Downey asked if Latta had been thinking of ideas for economic development; did he tie this kind of project into tourism.

- Latta said yes, he could somewhat. He is currently the president of a grass roots group, called the Visit Linn Coalition. They work on tourism projects in Linn County. With our 4th of July event, the park, the harvest festival, and the concerts and movies, we are setting ourselves up for tourism. It's another notch in the belt to promote biking. He agreed with Doyle, that we needed to do things like add bike racks, etc., in order to entice bikers to stop. He met a bike group from Vancouver at Subway, that had 8 people, and they said the biggest challenge was for them to find someplace where they could park 8 bikes.
- King told him that all the biking racks in Portland that you see, were made by a guy in Junction City.

- Latta said that he was conservative in his suggestion. The budget can take \$5,000, but we don't know what projects we will want to do in the future.
- Downey appreciated him saying that. She was initially thinking \$3,000 but if we can stretch that...
- Keaton said that in the report, it says \$45,513, but Kim talked about \$13,299 earlier.
- Latta told him the \$13,000 is revenue taken in for this year.
- Keaton added then we have nothing scheduled for that right now. Do you think something might come up in the future?
- Latta told him it's anything the Council feels makes sense, like what you are looking at tonight. We could use it for street furniture, hanging flower baskets, bike racks, etc.
- Downey said that one of the goals that Latta had was to start talking with business owners. We don't know what they want.
- Latta said that he's started doing that. He feels this is a really worthwhile project. What he hears from the state, is that they are focusing on things like this.

King said that the grant results should be announced in the middle of August. Doyle said it was the 2nd week of August. It's critical that we work together, because Tri-County is very small in numbers. But the state, is truly funding cycling right now. The governor has stated that we have money to support that. As the chamber, we want to get in the game, in some way or another, so they know we are part of the effort. They know we want a bike trail. Keaton asked if this was something that came up very often. King told him no....he's been on the chamber board for 9 years. We are fairly self-funded for what we do, but Doyle is our point person on Travel Lane County,

At the hour of 7:42, Councilor John Loshbaugh had to leave the Council Meeting.

Doyle said that she tried for a grant previously with Travel Oregon, and they put together a huge presentation. It was our first time, and we didn't know all the rules, didn't have the right people, and didn't win. She learned the lesson the hard way. She knows how important the cities are to this cause, she knows that Councilors are responsible for the city, so she understands that you have questions. Caughey said that other than the RV Park, and our license fees, is there any other kind of income for this fund? Latta told him that actually, the funds from the Tourism revenue are in the General Fund. This fund is just business license fees. All that revenue goes to this line. Downey thought that the state had a say in how it was spent. Latta told her that was correct. 70% of the revenue from transient room taxes must be used for tourism. We are spending some of that on the museum, and also on the 150th celebration.

Kay Barnett, in the audience, asked how this fund had been used for the last five or ten years. What opportunities have we seen, or how have the funds been requested? Latta told her that we haven't used it for the last few years. Downey said that we have the HRA fund, but she wasn't pleased with how it was being used in the past. It was used for infrastructure, and things like that. We got negative feedback from businesses because of that. Gaines added that it was park maintenance and development that used the revenue previously. Mayor Duncan asked Gaines how he felt about the usage of the funds. Gaines told him that we do have the funds. Previously, we split the revenue for fees by 60%/40%. There was about \$7,000 each year being added to it. But if we have expenditures like the 4th of July, we can't do that every month. Mayor Duncan said it looked like this is more of a long term goal for what we want to do with these funds in the future. What does Council want to see as a use for the funds? Downey

said businesses want to see more businesses. Biking services in a small town? That might be something we could add that would be useful.

Latta said that he thought there's a need for a business like that to be here, as well as business that caters to driving. We have no bike shops, or repair shops in town. Maybe if we focus on cycling, then we invest in the infrastructure, then perhaps the entrepreneurs start focusing here. It can generate business, but you have to make that initial investment. He doesn't think that a \$5,000 contribution will injure us. It's what we want to focus on like a really attractive video and having some other stuff. We can spring board to other potential projects that the state wants in the future. Downey thought getting our name in there will help to get that word out. Latta said that it's a very worthwhile project. He was conservative with the \$3,750 amount, but he's also ok with the \$5,000. Caughey was concerned that future businesses wouldn't be contributing to the funds for that purpose. However, Latta told him that they pay business license fees, so they do contribute. He was conservative in his report, but he is comfortable with anything between \$3,750 to \$5,000.

Doyle asked about how the revenue from the hotel and RV park is handled. Latta told her that 30% of the revenue was put in the general fund, and the other 70%, as required by state law, was put towards tourism. Doyle said that the cyclers used both hotels, and RV's; they really do use those amenities. It draws in revenue in other ways as well. Caughey said that he agreed with the philosophy of making long term investments towards economic development, so he was in favor of the \$5,000 donation. Both Puls and Boese agreed with him. Keaton stated that he understood why Latta used a smaller figure, but it's only \$1,250 in difference, and we don't have any current plans on using it. In addition, its's not a significant portion of that budget. Puls agreed, and said that 12% of the line item is not much.

- **Caughey motioned to approve a \$5,000 donation to the Tri-County Chamber of Commerce to be used for the Travel Oregon Matching Grant Program in 2016, payable upon being awarded the grant. He was seconded by Boese, and the City Council voted unanimously to approve the \$5,000 donation to the Tri-County Chamber of Commerce.**

Latta assumed they needed a letter of pledge. King said that they did and to email it to Doyle.

The City Council recessed at 7:56pm, and reopened the meeting at 8:00pm.

The matter of Reviewing the City's 3rd Quarter Financial Report Document

Staff Report: Gaines condensed the report more than he had the last time. If the Council would like any detail he can email that to them.

- **Downey motioned to approve the 3rd Quarter Financial Report for Fiscal Year 2015-2016. She was seconded by Puls, and the City Council voted unanimously to approve the report for the 3rd quarter financials.**

The matter of Discussing the League of Oregon Cities (LOC) 2017 Legislative Priorities

Staff Report: Latta said that these are all good topics. He served on the legislative priority transportation committee this year. It's Councils job to find the top four topics they feel are important to Harrisburg. He will then fill out the ballot, which is due on July 22nd to him. Council can decide now, or they can do so by emailing their choices, which he can pool.

The Council discussed some of the topics, and liked transportation a lot. Latta told them that was a big push in the state right now. They were also concerned about the property tax

reform. Latta said that was important too, especially when you consider Measure 5 and Measure 50, and the fact that you can't increase property taxes by more than 3%, and you have to deal with compression. It badly needs reform, especially since it's a main avenue of income for the City. Downey also liked restoring recreational immunity. Keaton liked that one too. Downey wanted to look at protecting mental health investments, PERS reform, and the transportation issue. Caughey said that he would email his choices to Latta. Latta said that he would use a consensus then. If there is a tie, he will send it back out to everyone. *Council consensus was to email Latta with their choices, in order to narrow down the field and decide what was most important to Harrisburg.*

The matter of Approving the Annual Evaluation of the City Administrator/Planner Brian Latta, and a Step Increase to be Effective May 1st, 2016.

Personnel Chairperson Report: Downey said that as always, Latta wanted his evaluation to be public. Brian was pleased with the evaluations; people gave good feedback. It's in line with what we've talked about through the year. The Community and Economic Development is the phase he's starting now, when time allows. The general consensus was that he Exceeds Expectations.

- Mayor Duncan said that he forgot to fill out the form, and offered apologies. He's very thrilled with Latta's job performance.
- Downey said he definitely keeps our minds going; she was excited that they kept getting new stuff.
- Latta said that's what he likes. He was doing a good with staff, working on new skills. In the last few months, we turned a corner on recognizing some things that needed to be changed. Things like better organization, equipment, etc. They were working through the Municipal Court Changes right now. He's been working with Gaines and Patsy VanLeeuwen. They met with Judge Blake in court on Monday. We really made a right choice with him. He discussed what the court with him was like. We will likely go with debit/credit card payments in the city, because of the court system. We will make the necessary upgrades to make this a better place.
- Caughey was pleased to hear that. He had done more research on Judge Blake, and it looked like it was a fantastic choice.
- Latta said that he helped to inform us of how we want to organize and run our own court. In the budget, we have about \$50,000 set aside for Municipal Court this year. That covers the Judge and Clerk's salary. Those are less than the \$50,000, but that means that we can build the court how we want, and purchase court specific software, etc.
- Gaines said that he wasn't excited about taking on the Municipal Court; we all have a lot to do. However, he liked the Judge's philosophy, about working to help people do the right thing, and giving them a chance. He said in traffic court, if people had a good record, then he gave them the opportunity to keep it that way. If they could keep free of further charges for 12 months, then he would actually tear up the record. He's never seen that done before, and it impressed him. When he needs to get upset though, he does. He's very tough. You can tell he really cares.
- Latta said that he will get involved with the people here, and will help them to act more responsibly. He will start on the 2nd Wednesday in August. We'll probably be here for about six months, and then move it down to the Justice Center.

- Mayor Duncan said that one of the things he's loved about sitting here, is that almost every person who has worked here or who has sat in these chairs has a servant's heart. Whether you have the title of Councilor, Commissioner, or City Administrator, it's never blown up their heads. That's part of the joy of doing this, and why he keeps coming back.
- Caughey agreed, and said that part of what you just expressed, is what he thinks about when he hears 'Harrisburg'. He then **motioned that the City Council approves the Annual Evaluation for the City Administrator/Planner Brian Latta as Exceeds Expectation and the wage increase from Step 7 to Step 8 on the Harrisburg wage scale, to be effective as of May 1st, 2016. He was seconded** by Downey, and the **City Council voted unanimously to approve the evaluation for Brian Latta as Exceeds Expectations, and a wage increase that was effective on May 1st, 2016.**

The matter of Discussing the City Administrator Employment Agreement

Staff Report: Eldridge explained that during our discussions in revising the employee manual, that it kept coming up that it was a conflict for the administrator to be making decisions for employees when it affects his own employment as well.

- Latta said it's tied to benefits. He has the same benefits as the employees, and he's on the regular wage scale as well. It would help him to make better decisions on behalf of the employees.
- Puls said that she felt that salaried employees and hourly employees should be treated differently.
- Latta agreed. Whatever he gets should be negotiated.
- Caughey **motioned to refer the matter of the City Administrator Employment Agreement to the Personnel Committee for review and possible negotiation. He was seconded** by Downey, and the **City Council voted unanimously to bring the employment agreement to the next Personnel Committee meeting for review.**

Others:

- Latta said that the banners are up and look great. He's also finished negotiating the contract for the Judge, which will come to \$400 a month. We have also moved the one Council meeting for the month to July 27th, since he will be out of the office the second week in July.

With no further business, the meeting then adjourned at the hour of 8:32pm.

Mayor

City Recorder