



Harrisburg City Council Agenda
December 09, 2025
6:30 PM
(Followed by the HRA Board Meeting)

Mayor: Robert Duncan
Council President: Mike Caughey
Councilors: Kimberly Downey, Randy Klemm, Charlotte Thomas,
Cindy Knox, and Dana Henry
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices, sign language assistance or interpreter services are requested to contact the City Recorder, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement does not apply to an emergency meeting as per ORS 192.630(5).*
3. *If you wish to testify, and are unable to attend, please contact the City Recorder to be placed on a Conference Call list during the meeting.*
4. *The City of Harrisburg does not discriminate against individuals with disabilities and is an equal opportunity provider.*
5. *For more information regarding items of discussion on this agenda, or to be added to our email distribution list please contact City Recorder Lori Ross, at 541-995-6655 or at lross@ci.harrisburg.or.us.*

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan

CONCERNED CITIZEN(S) IN THE AUDIENCE. (Please limit presentation to two minutes per issue.)

NEW BUSINESS

1. THE MATTER OF APPOINTING KENT WULLENWABER AND SUSAN JACKSON TO THE PLANNING COMMISSION FOR TERMS ENDING DECEMBER 31, 2029

STAFF REPORT:

Exhibit A: Redacted-Application for Kent Wullenwaber

Exhibit B: Redacted-Application for Susan Jackson

ACTION: MOTION TO APPOINT KENT WULLENWABER AND SUSAN JACKSON TO THE PLANNING COMMISSION FOR TERMS ENDING DECEMBER 31, 2029

2. THE MATTER OF SELECTING AN ENGINEERING FIRM OR PROPOSER TO COMPLETE A STORM WATER MASTER PLAN FOR THE CITY OF HARRISBURG

STAFF REPORT:

Exhibit A: An Intent to Award from the City Engineer

(Presented at the Meeting)

ACTION: MOTION TO APPROVE THE RECOMMENDED INTENT TO AWARD STORM WATER MASTER PLAN RFP

3. THE MATTER OF APPROVING AN IGA WITH THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE RECREATIONAL TRAILS PROGRAM (RTP) GRANT AGREEMENT

STAFF REPORT:

Exhibit A: RTP Grant Agreement

ACTION: MOTION TO APPROVE THE IGA, AND TO AUTHORIZE the MAYOR TO SIGN THE RTP GRANT AGREEMENT

4. THE MATTER OF AUTHORIZING AMENDMENT NO. 1 TO THE SPECIAL PUBLIC WORKS FUND INTERIM CONTRACT, OTHERWISE KNOWN AS WATER SYSTEM IMPROVEMENT PROJECT NUMBER B25004

STAFF REPORT:

Exhibit A: Amendment No. 01 to Project No. B25004

Exhibit B: Original Interim Finance Contract B25004

ACTION: MOTION TO AUTHORIZE THE MAYOR TO SIGN AMENDMENT NO. 1 TO PROJECT B25004

5. THE MATTER OF BUDGET FORECAST DISCUSSIONS

STAFF REPORT:

Exhibit A: LCSO Contract for FY 2025-2028

ACTION: DISCUSSION ONLY

6. THE MATTER OF REVIEWING THE STRATEGIC PLAN

STAFF REPORT:

Exhibit A: The Strategic Plan is available on the City website or by clicking the link below.

[2025-2030 Strategic Plan](#)

ACTION: INFORMATION ONLY

CONSENT LIST: Consent list materials are included in the Council Packet. Approval of items on the consent list will be enacted in one motion. Any member of the public, or City Council, can ask for an item to be removed from the consent list for discussion during the 'Other' segment.

7. THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: City Council Minutes for November 12, 2025

Exhibit B: Payment Approval Report for November 2025

Exhibit C: Municipal Court Collections Report for November 2025

Exhibit D: Municipal Court Citation Report for November 2025

Exhibit E: Code Enforcement Report for November 2025

ACTION: MOTION TO APPROVE THE CONSENT LIST

A motion to approve the consent list will approve the following:

City Council Minutes for November 12, 2025

The Payment Approval Report for November 2025

VERBAL REPORT: Discussions below should be limited to five minutes of conversation per topic. Topics of interest that require more than five minutes of conversation should be moved to a future meeting where possible.

- Holiday Schedule
- Patsy Githens

AN EXECUTIVE SESSION WILL NOW BE OPENED UNDER ORS 192.660(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

8. THE MATTER OF HOLDING AN EXECUTIVE SESSION UNDER ORS 192.660(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

STAFF REPORT:

Exhibits: None

ACTION: TBD – AT THE END OF DISCUSSION, THE EXECUTIVE SESSION WILL CONCLUDE AND CITY COUNCIL MUST RETURN TO A PUBLIC SESSION. ANY MOTIONS MUST BE MADE IN A PUBLIC SESSION

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9. THE MATTER OF HOLDING AN EXECUTIVE SESSION UNDER ORS 192.660(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

STAFF REPORT:

Exhibits: None

ACTION: TBD – AT THE END OF DISCUSSION, THE EXECUTIVE SESSION WILL CONCLUDE AND CITY COUNCIL MUST RETURN TO A PUBLIC SESSION. ANY MOTIONS MUST BE MADE IN A PUBLIC SESSION

OTHER ITEMS

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