



Harrisburg City Council Minutes November 12, 2025

Mayor:	Robert Duncan, Presiding
Council President:	Mike Caughey, Present
Councilors Present:	Kimberly Downey, Randy Klemm, Charlotte Thomas, and Dana Henry
Councilors Absent:	Cindy Knox (Excused)
Staff Present:	City Administrator Michele Eldridge, Finance Director/Deputy City Recorder Cathy Nelson and City Recorder/Municipal Court Administrator Lori Ross
Meeting Location:	Harrisburg Municipal Center Located at 354 Smith St

The Pledge of Allegiance was led by Mayor Robert Duncan.

CALL TO ORDER AND ROLL CALL by Mayor Robert Duncan at the hour of 6:32pm.

CONCERNED CITIZEN(S) IN THE AUDIENCE: Angelita Sanchez of Sweet Home, informed Council she will be running for State Representative for District II, unopposed. She added that she is a City Council member for Sweet Home and currently works for State Representative Cedric Hayden.

THE MATTER OF APPROVING ORDINANCE NO. 1013, "AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 10.05": Eldridge informed Council that this amendment removes a contradicting portion of the code in relation to penalties for HMC 10.05. HMC 10.05.155 has been eliminated and HMC 10.05.030 amended to clarify the penalties for each type of violation. No comments or concerns.

- Thomas **motioned to approve Ordinance No. 1013, "AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 10.05"** and was **seconded** by Downey. **The motion passed unanimously by a vote of 5-0.** (Yes: Thomas, Downey, Caughey, Klemm, and Henry. No: None.)

THE MATTER OF APPROVING RESOLUTION NO. 1312 TO INCREASE RATES FOR SOLID

WASTE SERVICES PROVIDED BY REPUBLIC SERVICES: Eldridge informed Council this is the formal adoption of the rate increase for Republic Services which was discussed at the last meeting. Thomas thanked Council President Caughey again for advocating for residents in 2023 which allowed only a 7.5% rate increase at that time, instead of 9%.

- Henry **motioned to approve Resolution No. 1312, “A RESOLUTION APPROVING A 2.4% RATE INCREASE FOR SOLID WASTE MANAGEMENT SERVICES PROVIDED BY REPUBLIC SERVICES” and was seconded by** Caughey. **The motion passed unanimously by a vote of 5-0.** (Yes: Henry, Caughey, Downey, Klemm and Thomas. No: None.)

THE MATTER OF MIDDLE HOUSING STATUTES THAT APPLY TO THE CITY OF

HARRISBURG: Eldridge informed Council that due to Harrisburg being considered a medium size city, by the Housing Accountability and Production Offices (HAPO) when it comes to housing, we would need to amend our code when it comes to duplexes. Report highlights include:

- The minimum lot square footage will go from 9,000 ft² to 6,000 ft² in an R-1 Zone.
- A single family detached town home won't be allowed to have a density waiver that a duplex has.
- There are new sections of the code needing reviewed in the near future. Revisions will go to the Planning Commission first then to Council for final approval.
- Eldridge informed Council that Hayden Homes will not be utilizing the duplex code but will be requesting a zone change for nine homes from R-1 to R-2.
- Thomas dislikes this as it doesn't account for parking. Thomas asked if we need to change the code. Eldridge replied that we aren't required to as the State Statutes would apply in this situation.
- Natalie Jennings with OWRSP (Oregon Water Rights Solution Planning) recommended contacting our City Engineer to look for possible ways of getting out of this requirement.
- Downey and Henry agree with Thomas about not changing the code.
- Klemm wants the Planning Commission to take into consideration, Council's concerns with this ORS.
- Gordon Moritz, of Sommerville Lp, asked if the existing sewer line will accommodate Hayden Homes. Eldridge replied yes and added that the builder has not submitted the final plat yet. Once submitted, notifications will go out to residents in the area.
- *The consensus of Council is to not change the code in relation to duplexes.*

THE MATTER OF APPROVING THE 1ST QUARTER 2025/2026 EXPENSE REPORT: Nelson pointed out a misrepresentation in her report on page 24, noting that she was referring to Franchise Fees and not Intergovernmental Revenue being lower than 25%. She added this is due to most funds being received in February. Nelson further commented that property taxes are at 1% due to revenue typically being received in November. No comments or concerns.

- Thomas **motioned to approve the 1st Quarter 2025/2026 Expense Report and was seconded by** Caughey. **The motion passed unanimously by a vote of 5-0.** (Yes: Thomas, Caughey, Downey, Klemm and Henry. No: None.)

THE MATTER OF APPROVING THE CONSENT LIST: No comments or concerns.

- Caughey **motioned to approve the consent list and was seconded by** Downey. **The motion passed unanimously by a vote of 5-0.** (Yes: Caughey, Downey,

Klemm, Thomas and Henry. No: None.) A motion to approve the consent list approved the following:

- **City Council Minutes for August 26, 2025 & October 14, 2025**
- **The Payment Approval Report for October 2025**

CITY ADMINISTRATOR VERBAL REPORT:

- The Christmas Parade is on December 6th. Santa will once again be at the Pavilion where cookies, candy and hot drinks will be available. Eldridge stated the chamber is still looking for volunteers and pointed out there might be an afternoon build a bear event as well.
- Eldridge reminded Council of Black Friday and the importance of shopping local adding the she and the REAL intern will be visiting local business tomorrow to verify hours and to provide shopping bags and Shop Small Saturday signs to display.
- Dan Mills has contacted Eldridge about starting a Food Truck Pod on 3rd and Schooling, which will be coming to the Planning Commission in the future. Mills has shown interest in the CED (Community Economic & Development) Grant which is available for commercial properties not located in the HRA District.
- SMAC (Small Municipalities Advocacy Coalition) will be hiring an Administrator in the future. Eldridge added that SMAC will also be hiring a new Lobbyist.
- Life Bible's Engineer is currently working on a permit for a temporary solution to the river erosion. The City Engineer will also be reviewing. If the City wants to do something similar, we will need to be asking the County to declare the erosion an emergency to make it an easier process.
- Eldridge informed Council the sweeper is currently broken and in the repair shop. Staff is looking into having this be a contracted service in the future.
- Eldridge reminded Council to start using the City provided cell phones to contact staff for official City business.
- BNSF will be coming to Council in December or January once our Engineer has received and reviewed information from BNSF including a Project Development and Construction Guideline. Eldridge added the letter going out residents on 4th St is almost finished and will also be presented to Council for review prior to being mailed.
- Eldridge wanted to thank all Veterans in attendance including Chairperson Caughey and Councilor Klemm.

OTHER ITEMS:

- Nelson informed Council the short term interest rate dropped from 4.6% to 4.5%. She noted that she budgeted for 4.4%
- Nelson reminded Council of the Library Holiday Bazaar taking place November 14th and 15th which includes 22 vendors.

With no further business, the City Council Meeting adjourned at the hour 7:17pm.

Mayor

City Recorder