



City Council Minutes June 23, 2026

Mayor:	Robert Duncan, Presiding
Council President:	Mike Caughey, Absent (Excused)
Councilors Present:	Kimberly Downey, Charlotte Thomas, Cindy Knox, and Dana Henry
Councilors Absent:	Randy Klemm (Excused)
Staff Present:	City Administrator Michele Eldridge, Public Works Director Chuck Scholz, 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 6:34pm.

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

THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO IF ONE IS AVAILABLE: Sergeant Frambes reviewed the report for May 2026. Some of those highlights included:

- Several juvenile arrests including Minor in Possession (MIP) and Shoplifting.
- Concrete vandalism at Eagle Park. Two individuals cited.
- DUII hit and run arrest.
- Sergeant Frambes added that DUII's have been increasing and reminded everyone to be mindful of their surroundings when driving.

Eldridge voiced her appreciation for Sergeant Frambes and our local deputies for what they do and the way they work with our citizens.

The City Council meeting recessed at the hour of 6:39pm to thank Thomas for 13 years of service and to have refreshments. No official business was conducted.

The City Council meeting resumed at the hour of 6:57pm.

THE MATTER OF APPROVING STATE REVENUE SHARING RESOLUTIONS, AND HOLDING A PUBLIC HEARING GIVING CITIZENS OPPORTUNITY TO COMMENT ON THE USE OF STATE REVENUE SHARING FUNDS

The Public Hearing was opened at the hour of 6:57pm by Mayor Duncan.

Nelson reminded Council these resolutions are required every year to receive State Revenue Sharing. Thomas confirmed with Nelson that if the resolutions weren't passed, we wouldn't receive the state funding.

With no testimony provided, the Public Hearing closed at the hour of 6:58pm.

- Thomas motioned to approve Resolution No. 1315, "A RESOLUTION CERTIFYING THE CITY OF HARRISBURG IS ELIGIBLE TO RECEIVE STATE REVENUE SHARING MONEY IN FY 2026-2027" and Resolution No. 1316, "A RESOLUTION DECLARING THE CITY OF HARRISBURG'S ELECTION TO RECEIVE STATE REVENUES IN FY 2026-27" and was seconded by Downey. The motion passed unanimously by a vote of 4-0. (Yes: Thomas, Downey, Knox, and Henry. No: None.)

THE MATTER OF APPROVING THE CITY BUDGET FOR FISCAL YEAR 2026-27 BY APPROVING RESOLUTIONS TO INCREASE WATER RATES (RESOLUTION NO.1317), SEWER RATES (RESOLUTION NO. 1318), STORM DRAINAGE RATES (RESOLUTION 1319), AND TO ADOPT BUDGET APPROPRIATIONS FOR FY 2026-2027 BY APPROVING RESOLUTION NO. 1320: Nelson pointed out the following changes to the Budget:

- On page 55, under Government Services, the orange highlighted portion indicates an increase from \$67,265 to \$68,995 to account for a rate increase from Coburg PD. Nelson noted the increased funds were transferred from contingency on page 56, which was lowered.
- On page 90, the total for Capital Outlay is staying the same, however, the cost for the portable generator was added in at \$225,620 and other line items, were reduced to account for it. Nelson noted that this expense was discussed at the Budget Committee meeting.

Nelson reviewed the rate increases as shown in the resolutions, Exhibits B, C and D.

- Thomas confirmed with Nelson that when the water bond passed, the public was aware of a higher-than-normal rate increase associated with the project, but after this increase and going forward, it should be cost of living related.
- Henry suggested sending a reminder in the water bill about the rate increase being associated with the Water Bond Project and that a 22% increase was projected instead of a 7% increase as noted in the resolution.
 - Henry motioned to adopt the approved FY 2026-2027 City Budget as presented, and to approve the following resolutions:

Resolution No. 1317, "A RESOLUTION ESTABLISHING WATER RATES FOR USERS OF THE HARRISBURG MUNICIPAL WATER SYSTEM, REPEALING RESOLUTION NO. 1303, AMENDING RESOLUTION NO. 578, SECTION 5, AND ESTABLISHING AN EFFECTIVE DATE" and

Resolution No. 1318, "A RESOLUTION ESTABLISHING SEWER RATES FOR USERS OF THE HARRISBURG MUNICIPAL SEWER SYSTEM, REPEALING RESOLUTION NO. 1304, AMENDING RESOLUTION NO. 579, AND ESTABLISHING AN EFFECTIVE DATE" and

Resolution No. 1319, “A RESOLUTION ESTABLISHING STORM DRAINAGE RATES FOR USERS OF THE HARRISBURG MUNICIPAL STORM DRAINAGE SYSTEM, REPEALING RESOLUTION NO. 1305, AND ESTABLISHING AN EFFECTIVE DATE” and

Resolution No. 1320, “A RESOLUTION MAKING APPROPRIATIONS FOR THE CITY OF HARRISBURG, OREGON, FOR THE FISCAL YEAR 2026-2027” and was seconded by Thomas. The motion passed unanimously by a vote of 4-0. (Yes: Henry, Thomas, Downey, and Knox. No: None.)

THE MATTER OF APPROVING THE CITY ADMINISTRATOR EMPLOYMENT AGREEMENT FOR FY 2026/2027: Ross reviewed the staff report and pointed out the approved changes on page 121. She noted additional changes to (3) *start date* on page 124 and the addition of an (16) *effective date* as shown on page 127.

- Downey **motioned to approve the City Administrator Employment Agreement for FY 2026/2027 with the recommended changes and was seconded by Henry. The motion passed unanimously by a vote of 4-0.** (Yes: Downey, Henry, Thomas, and Knox. No: None.)

OTHER ITEMS:

- City Hall will be closing at noon on Thursday, July 2nd due to the 4th of July falling on a Saturday and City Hall closing at noon on Fridays.
- Public Works has hired two new employees to start after the 4th of July. Currently, Public Works has three employees working on the holiday.
- Public Safety meeting, consisting of Law Enforcement Agencies, the Harrisburg Rural Fire Department, the Harrisburg Community 4th of July Association (HC4JA) and volunteers, is being held on July 2nd.
- Clean-up day is Saturday, June 27th at Harrisburg High School.
- The Veteran’s Memorial should arrive soon. After the arrival, the City will hold a dedication celebration to be held at the Gazebo.
- Nelson informed Council that this fiscal year, Eldridge gained 199.4 hours of vacation and has only used 167.5 hours, leaving an overage of 35.5 hours which she will lose come July 1st, unless Council approves allowing her to roll over the hours. Nelson and Ross added that Eldridge has been working on grants on her scheduled days off, which is part of the issue.
 - Downey would approve but on the condition that she uses the hours.
 - Henry asked for clarification on her total hours. Nelson stated that Eldridge gains 199 hours per year and the maximum hours allowed to carry over to the next fiscal year for Eldridge are 416 hours.
- Thomas **motioned to approve a one-time roll-over of 35.5 hours of vacation from FY 2025-2026 to FY 2026-2027 for Michele Eldridge, City Administrator, that must be used before November 2026 and was seconded by Downey.**

Henry asked if that would be a reasonable time frame for Eldridge to use the vacation. Eldridge thought it would be.

City Council then voted unanimously to approve the motion by a vote of 4-0. (Yes: Thomas, Downey, Knox, and Henry. No: None.0)

- Mayor Duncan asked when the grants come to an end if her workload would be reduced and Nelson replied that it should be.

- Mayor Duncan then inquired about whether the City needed to hire a part-time staff member to assist with the workload. Nelson informed Council that expense has been budgeted for.
- Mayor Duncan would like City Hall staff to discuss ways to prevent workload burnout which can result in costly mistakes.
- Nelson asked Council for their support for her to run as Regional Director for OAMR (Oregon Association of Municipal Records) for Region IV in IIMC (International Institute of Municipal Clerks) noting it was a three-year commitment.
 - Henry asked if it would be beyond her normal job duties and be of any cost to the City. Nelson responded there would be no cost to the City besides her time away from work and that OAMR would pay for all travel expenses, including attending conferences.
 - Eldridge noted that she would be expected to keep up with her workload.
 - *The Consensus was that she has Councils support.*

With no further business, Councilor Thomas, at the direction of Mayor Duncan, adjourned the City Council Meeting at the hour 7:53pm.

Mayor

City Recorder