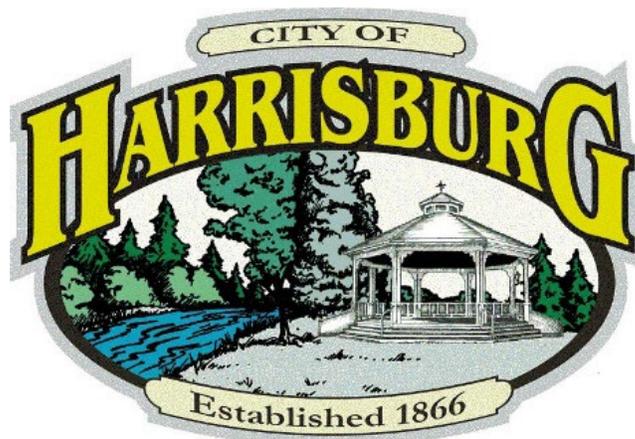


This document is supplemented by agenda packet materials, meeting materials distributed and audio recordings of the meeting and may be reviewed upon request to the City Recorder.



City Council Minutes
January 27, 2026

Mayor: Robert Duncan, Presiding
Council President: Mike Caughey, Present
Councilors Present: Kimberly Downey, Randy Klemm, Cindy Knox and Dana Henry
Councilors Absent: Charlotte Thomas (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 6:31pm

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 THE COBURG POLICE DEPARTMENT IF ONE IS AVAILABLE: Chief Larson presented the 2025, 4th quarter and the year-end stats as shown in Exhibits A and B. Henry inquired about the 2024 and the 2025 stats and commented that in 2024, the majority of traffic stops didn't end with a citation or warning and inquired if they had a policy change. Chief Larson replied that Coburg is focused on written warnings now verses verbal.

THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO IF ONE IS AVAILABLE: Sergeant Frambes reviewed the October, November and December reports. Highlights included:

- A homicide that occurred on Christmas Eve. The investigation included several deputies as well as assistance from the City resulting in an arrest the following day. The case is still in the early stages of the investigation.
- There was lots of shop lifting this last quarter which required follow up investigations and arrests.
- Several juvenile citations that were assigned to the Juvenile Court.
- Sergeant Frambes commented on the parking at 6th and LaSalle which resulted in eight parking citations being issued and about six to eight vehicles being towed. Sergeant Frambes stated that the majority of the vehicles weren't registered to adjacent residents. Sergeant Frambes also added that Deputies do try to contact the registered owners prior to towing vehicles.
- There were several charges labeled theft as a result of misdelivered packages. Sergeant Frambes noted that these calls are labeled as theft for the purpose of submitting a claim, even though they most likely are not.
- Mayor Duncan voiced his frustration with LCSO about not being called when the murder on Christmas Eve occurred. Sergeant Frambes responded that Eldridge is his point of contact and always has been. Sergeant Frambes stated that he did also notify Scholz and didn't think LCSO needed to notify anyone further as it was an active investigation. Sergeant Frambes stated this was good feedback and he will pass it along.

THE MATTER OF REVIEWING THE 2025 4th QUARTER CRIME RESULTS FOR THE CITY OF HARRISBURG: Eldridge reviewed the 4th quarter report. Some of those highlights included:

- Property crimes increased to 12 from seven in the previous quarter and the City ended the year ahead of other contracted cities in overall crime.
- Eldridge verified that 28 out of 46 crimes ended with an arrest, which she feels is outstanding. She further commented that she appreciates the job LCSO does and the depth of feeling they have for Harrisburg.
- Caughey asked about LCSO's involvement with ICE. Sergeant Frambes commented that as per state statute, they have no working relationship and will only assist if someone is hurt or injured.
- Sergeant Frambes commented on the arrest rate adding there are some crimes, that an arrest is not possible and gave an example of a resident being scammed, noting that most of those crimes occur outside of the state or country.
- Knox asked Sergeant Frambes how someone gets trespassed for life from a business. Sergeant Frambes replied it's up to the individual business to make that request and once the defendant is notified, it's enforced.
- Knox also asked about two individuals who were trespassed temporarily from City Parks. Sergeant Frambes replied that the request comes from the City and is enforced by LCSO.

THE MATTER OF APPROVING A LIQUOR LICENSE FOR NUESTRO SABOR: Eldridge referred to **Addendum 1**, the updated application indicating that children will be allowed in the restaurant and the liquor license will be for indoor consumption. Eldridge introduced the owner of Nuestro Sabor, Bella Martinez-Ramos, who was present this evening.

- Downey thanked Ramos for attending this evening and noted that her questions have been answered with the new application.
- Klemm inquired about the meaning of Nuestro Sabor. Ramos answered, *our flavor*.
- No further comments or concerns.

- Caughey **motioned to recommend to the OLCC that a Liquor License for Nuestro Sabor is approved and was seconded by Klemm.** The motion passed unanimously by a vote of 5-0. (Yes: Caughey, Klemm, Downey, Knox and Henry. No: None.)

THE MATTER OF REVIEWING THE 1ST DRAFT OF THE NEXT STRATEGIC PLAN: Eldridge inquired if Council would like to continue with a 5-year rolling Strategic Plan or a 5-year plan that is reviewed prior to end of the plan. Eldridge stated this would reduce staff time and involvement with plan and would give time for goals to be achieved.

- Downey suggested having a brain storming session in January of each year to review priorities and see if we are on course to achieving the goals or if there are any new goals that need to be listed.
- Henry likes the 5-year plan with the option to review priorities.
- Klemm thinks it's important to use staff time wisely and doesn't feel the entire plan needs to be reviewed annually.
- *The consensus was to go with a five-year Strategic Plan.*

Eldridge noted that some of the changes she will be making this year include removing repeated words or sentences and consistent use of spelled out names or acronyms. Other changes include:

- On page 125, objective 3b for FY 2027, adding the 1st draft late 2026 due to being closer to completion for the water system and for objective 4, to state code enforcement is being provided by staff and law enforcement agencies, not just Coburg Police.
- On page 128, objective 8c, Eldridge recommended to change forums to every two years due to low turnout previously and the amount of work involved for staff and local agencies including law enforcement.
- On page 129, adding an objective 13 under Public Safety to include protecting the wastewater treatment plant from river erosion.
- On page 134, adding goal 2 for objective 22.
- On page 133, for objective 17, Eldridge recommended removing the second sentence due to being a requirement by state statute and a staff job requirement. *The consensus was to remove the second sentence.*
- Knox pointed out that on page 126, objective 7, the streets listed should be Territorial St to Diamond Hill Rd and not Smith St. Staff confirmed the mistake.

OTHER ITEMS:

- Eldridge reminded Council the memorial service for longtime City employee Patsy Githens is February 7th at 1pm at the Christian Church followed by a reception at the museum.
- The City will begin planning for a memorial celebration for 1st Lieutenant Russell Quinn on June 13th, which is also the anniversary of our Sister City relationship with Bréal.
- Eldridge informed Council of some new grant opportunities she has recently become aware, one of which is of from the Water Resources Development Act (WRDA) to assist with the erosion issues caused by the Willamette River.
- Ross inquired about participating in Fentanyl Awareness Month this year. *The consensus was to proceed with getting more information.*
- Ross reminded Council that the general election is in November, and the Mayor and three Council members will be up for re-election.
- Ross also remind Council the City Administrator evaluations are due by February 17th.
- Eldridge reminded Council of the meeting next week with BNSF.

- Knox inquired about the safety of walkers at Eagle Park with duck hunting and gunfire. Scholz replied that it's against federal law to fire a weapon within two miles of a park and LCSO should be notified. Mayor Duncan asked about placing signage up for hunters.
- Henry gave an update on Life Bible stating they are halfway through placing the Z-pile sheets and they hope to be finished next week. Once done, they will begin reinforcements.

With no further business, the City Council Meeting adjourned at the hour of 7:36pm.

Mayor

City Recorder



Local Government Recommendation – Liquor License

Per OAR 845-005-0304(3): The Commission requires an applicant for issuance of a new license issued under ORS chapter 471, to provide written notice of the application to the local government in the form of a complete, accurate, and legible Commission form.

The local government is as follows:

- (a) If the address of the premises proposed to be licensed is within a city's limits, the local government is the city.
- (b) If the address of the premises proposed to be licensed is not within a city's limits, the local government is the county.

INSTRUCTIONS:

Step 1: Applicant completes all of Section 1 (including top of Page 2).

Step 2: Applicant submits both pages of the form to the appropriate local government. NOTE: The local government may require additional forms and/or fees.

Step 3: Local government completes at least Section 2 and returns all pages of the form, or a copy thereof, to the applicant. The local government is allowed up to 45 days to complete Section 3.

Step 4: Applicant takes the form with at least Sections 1 and 2 completed and includes it with their CAMP application to meet the Local Government Recommendation document requirement. Submissions that do not have at least Sections 1 and 2 completed will not be accepted.

Step 5: The local government issues its final recommendation in Section 3 and returns the completed form to the applicant. If the applicant has already submitted their initial application via CAMP, they hold on to the final recommendation and provide it to their investigator, when requested. If they have not already submitted their application, they upload the fully completed Local Government Recommendation form with their initial application submission.

Applicants within the city of Portland ONLY: After completing the attached form, please follow these steps to complete the Local Government Recommendation process:

- Apply via the [City of Portland website](#).
- Once you have completed the application with the City of Portland, you will receive an email notifying you that your application has been accepted, usually within two business days. The email will contain an attachment titled "ABC Public Notice."
- Upload the ABC Public Notice document with your CAMP application to meet the Local Government Recommendation document requirement.

NOTE: This document only provides proof of submission. Once you receive your final recommendation from the City of Portland, you will need to provide that to your assigned OLCC investigator.



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Bella M Martinez-Ramos
Proposed Trade Name: Nuestro Sabor
Premises Address: 203 Smith st Unit: _____
City: Harrisburg County: Linn Zip: 97446
Application Type: New License Application Change of Ownership Change of Location
License Type: liquor Additional Location for an Existing License

Contact Name: Bella M Martinez Phone: _____
Mailing Address: po Box 384
City: Harrisburg State: OR Zip: 97446
Email Address: nuestrosabor.11@gmail.com

Please check all that apply to your proposed business operations at this location:

Manufacturing/Production

Retail Off-Premises Sales

Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

Indoor Consumption Outdoor Consumption

Proposing to Allow Minors (Restaurant Are a Only)

Section 1 continued on next page



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Bella M. Martinez-Ramos

Proposed Trade Name: Nuestro Sabor

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed *by the local government* for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: Harrisburg

Optional Date Received Stamp

Date Application Received: December 30, 2025

Received by: Michele Eldridge

Section 3 – Recommendation - To be completed by Local Government:

- Recommend this license be granted
- Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.