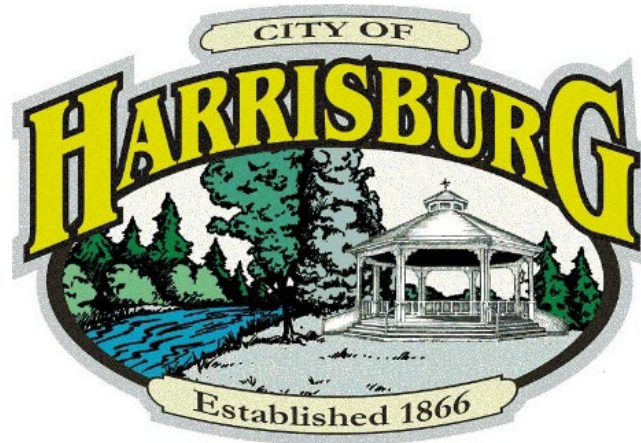


This document is supplemented by agenda packet materials, meeting materials distributed and audio recordings of the meeting and may be reviewed upon request to the City Recorder.



City Council Minutes
May 12, 2026

Mayor: Robert Duncan, Absent (Excused)
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

CALL TO ORDER AND ROLL CALL. Due to the absence of both, Mayor Robert Duncan and Council President Mike Causey, the meeting was called to order by Pro-Tem Council President Thomas at the hour of 6:32pm.

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

THE MATTER OF A PROCLAIMING MAY 2026 AS MENTAL HEALTH MONTH IN HARRISBURG: Thomas read the Proclamation on behalf of Mayor Duncan and proclaimed May 2026 as Mental Health Awareness Month. Thomas and Staff thanked Dick Knowles, the Chairperson for the Linn County Mental Health Advisory Board, for being present this evening and for all they do.

THE MATTER OF REVIEWING AND APPROVING THE BID FOR AN RECTANGULAR RAPID FLASH BEACON (RRFB) AT HWY 99 AND SMITH STREET: Scholz informed Council it has been a 12-year process getting the beacon installed and if Council approves, Scholz will contact

Pacific Northwest Natural Gas to begin moving the gas lines before the contractor start date of July 6th. Scholz hopes to have the job completed by the start of the school year.

- Henry inquired if the recommendation for Brown Contracting was due to it being the lowest bid. Scholz replied that since it's ODOT's right-of-way, it would have to be one of their contractors who installs RRFB's, so they met the requirements.
 - Downey **motioned to recommend that the contract be awarded to Brown Contracting Inc, in the amount of \$68,762 and was seconded by Henry. The motion passed unanimously by a vote of 4-0.** (Yes: Downey, Henry, Thomas, and Knox. No: None.)

THE MATTER OF REVIEWING AND APPROVING THE BID FOR A PORTABLE TRAILER

MOUNTED BACKUP POWER GENERATOR: Scholz informed Council this purchase had already been approved as part of the water bond project funds and added that due to currently having a contract with an owner of a Hydrovactor to hire for emergency calls if necessary, Scholz would like to use the equipment funds, to pay cash for the generator instead of taking a loan out, therefore, it's been brought to Council. Scholz added that Sourcewell is able to accommodate different voltages with the addition of a selector switch, making it more universal for all stations. Lastly, the company who services our current generators is also able to supply parts for the new generator if needed.

- Henry asked if the entire purchase would come out of the line item; hydrovactor in the equipment fund. Scholz replied that at this time he's not certain but feels the majority of the cost will.
- Henry then asked if it would need to be brought back to the Budget Committee for approval. Nelson replied the change would be noted at the adoption of the budget meeting, as amended, and it would be just transferring allocated funds from one line item to another. Nelson added the requirements for further approval of the Budget Committee would be for any change made that is over 10% of the total general fund.
 - Knox **motioned to award the contract to CAT via Sourcewell Contract #092222-CAT for \$225,619 and was seconded by Downey. The motion passed unanimously by a vote of 4-0.** (Yes: Knox, Downey, Thomas and Henry. No: None.)

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

- Henry **motioned to approve the consent list and was seconded by Downey. The motion passed unanimously by a vote of 4-0.** (Yes: Henry, Downey, Thomas, and Knox. No: None.) **A motion to approve the consent list approved the following:**
 - **The City Council Minutes for March 24, 2026**
 - **The Payment Approval Report for April 2026**
 - **Appointment of Alexandria Bennett to the Library Board for a term ending June 30, 2030**

CITY ADMINISTRATOR VERBAL REPORT:

- Eagle Park will be having a grand re-opening celebration on May 21st from 3pm to 6pm with the ribbon cutting ceremony being held at 4:30pm. Cupcakes will be served and they will be celebrating the completion of the first grant which also provided benches, picnic tables and signs. Eldridge informed Council the plan is to have the park open to traffic from Memorial Day weekend to Labor Day.
- Harrisburg Christian Church will be updating the landscaping at the north entry point of the City on May 16th at 9am. The City will be providing bark and rock, but the labor will be provided by the church. Everyone is welcome to participate.

- June 2nd, from 1pm to 4:30pm, our local branch will be participating in Key Bank Neighbors Make a Difference Day and will be assisting with planting either at the gazebo or at Eagle Park.

OTHERS

- Eldridge added they will also have 55 students assisting this Thursday, May 14th with cleaning up the trails at Eagle Park and assisting the Museum with relocating some heavy items as they prepare for the Veterans Memorial Celebration.
- The LOC Small City Meeting will be held this Friday, May 15th at 11am in the Municipal Center. Eldridge informed Council that even if they haven't registered, they are still encouraged to attend.
- Eldridge referred to **Addendum 1**, a letter addressed to Mayor Duncan from Business Oregon, which after the audit review indicates the project for the Special Public Works Fund Program, is in compliance with the contract.

With no further business, the City Council Meeting adjourned at the hour of 7:02pm.

Mayor

City Recorder



April 24, 2026

The Honorable Robert Duncan, Mayor
City of Harrisburg
120 Smith Street
Harrisburg, OR 97446

RE: Monitoring for Special Public Works Fund Program, Water System Improvements,
Project Number B25004

Dear Mayor Duncan:

On April 22, 2026, I conducted a review of legal, financial, and other documents related to the project.

The review indicates that the project is being administered in compliance with the contract, will be completed in a timely fashion, and will fulfill the objectives stated in the contract.

We would like to thank your staff for providing assistance during the review. If you have any questions, please contact me at 971-719-6147, or by email at carolyn.craig@biz.oregon.gov.

Sincerely,

Carolyn Craig

Carolyn Craig, Regional Project Manager
Business Oregon

c: Chuck Scholtz, Public Works Director
Heather Stevens, Regional Development Officer