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City Council Minutes
March 10, 2026

Mayor: Robert Duncan, Presiding
Council President: Mike Caughey, Present
Councilors Present: Kimberly Downey, Charlotte Thomas, Cindy Knox,
and Dana Henry
Councilors Absent: Randy Klemm
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 6:48pm following the HRA Board Meeting.

CONCERNED CITIZEN(S) IN THE AUDIENCE:

- *Mayor Ken Jackola* of Lebanon introduced himself to Council informing them he is a Republican running for House District #11. He stated his three priorities are being a voice for small communities, the 2nd Amendment and pro-business.
 - Downey asked if he would stand strong for his beliefs if elected. Jackola replied, he would stand strong and is not afraid to stir the pot.
 - Jackola handed out his business cards as shown in **Addendum 1**.
- *Troy Jones*, of Gap Rd and representative of Friends of Gap Rd (FOGR), approached Council with an update on the Muddy Creek Energy Park.
 - Jones stated no application has been submitted yet after receiving a 1-year extension, which ends May 19, 2026.

- The applicant would need a construction contract by July 4, 2026, in order to qualify for any federal subsidies.
 - FOGR continues to push back and offers updates by email, on their website or Facebook page.
 - Jones finished with informing Council if Muddy Creek does meet their deadlines, a Town Hall Meeting will be held at Harrisburg High and noted his appreciation for Council's continued support.
 - Knox thanked Jones for everything FOGR has done for this cause.
- *Bryan Shaddy* of S 4th St, approached Council asking for a status update on BNSF in regard to the condition of 4th St. Some of his concerns included residents not having the funds to help pay for infrastructure costs and not being able to drive directly across the street.
 - Eldridge informed Shaddy that the original agreement ends at the end of the fiscal year. The City is currently working with BNSF on grant funding opportunities and has been meeting regularly with the next meeting scheduled for April. Eldridge added that once we have potential plans in place, the City will hold a Town Hall Meeting, possibly several, giving all residents an opportunity to voice their opinions or concerns before anything is final.
 - Henry added that even though we have no plans, there has not been any discussion about charging residents for infrastructure.
 - Shaddy confirmed that the City will notify residents by mail when a Town Hall is scheduled. Eldridge confirmed, adding that no final decisions will be made until residents are informed.

THE MATTER OF THE MAYOR APPOINTING BUDGET COMMITTEE MEMBER DAN MEYERS TO A TERM ENDING DECEMBER 31, 2027: Mayor Duncan introduced Dan Meyers.

- Meyers stated that he has been a Harrisburg resident for over 25 years and has worked in accounting for 40 years. He is delighted to have this opportunity to be a part of the Budget Committee.
 - **Mayor Duncan appointed Dan Meyers to serve on the Budget Committee for a term ending December 31, 2027.**

THE MATTER OF CONSIDERATION OF ADDING A VETERAN'S MEMORIAL TO RIVERFRONT PARK:

Eldridge referred to the picture of the memorial on page 10, and stated the final quote received was \$17,182 which is within budget. She added her preference of having the memorial placed at the gazebo at Riverfront Park, as shown on page 11, due to accessibility for the public and added security. City Attorney Sean Kidd has stated that due to the memorial being art, no public contracting process is required.

- Thomas would like to honor all members of the Armed Forces including the Space Force.
- Henry likes the design, with or without the flag, and the location. Henry would like to have input from our Veterans Group.
- Caughey likes the design with the flag, the wording, adding Space Force and the proposed location.
- Thomas agrees with Caughey.
- Knox thinks the flag might be more appropriate as a singular focus; likes the location and agrees the veterans should have input.
- Downey and Mayor Duncan agree with the consensus.

- Thomas would like the veterans to have a voice but thinks the location of the memorial should be left to Council and placed at the river.
- Eldridge to reach out to our local veterans association and will bring back to Council.

THE MATTER OF APPROVING THE 2ND QUARTER 2025/2026 EXPENSE REPORT: Nelson referred to page 14, Intergovernmental Revenue, and noted 17% reflects grants budgeted for that were not received. For Licenses and Permit, trends should be more evident allowing for a more realistic projection for next fiscal year.

- **Downey motioned to approve the 2nd Quarter 2025/2026 Expense Report and was seconded by Henry. The motion passed unanimously by a vote of 5-0.** (Yes: Downey, Henry, Caughey, Thomas, and Knox. No: None.)

THE MATTER OF APPROVING THE ANNUAL EVALUATION AND A PROPOSED WAGE INCREASE FOR THE CITY ADMINISTRATOR: Downey reviewed the results of the Personnel Committee Meeting, held on February 18th, noting they received a lot of good feedback. Downey pointed out the changes made to the agreement as shown in Exhibit C, which include a salary increase to \$132,740 to reflect the Cost-of-Living Increase (COLI) if the budget allows, and changes to the severance package which includes COBRA premiums.

- Ross pointed out the agreement will come back to Council in June for approval of the suggested changes, after the Budget Committee approves the 2026/2027 FY Budget.
- Eldridge noted her appreciation for her Department Heads and Council for allowing her to be able to continue serving the City. She added a final comment of her work on the Floodplain Development and Hazard Mitigation Report for Linn County, saving the City \$6,800 to \$7,500.
- **Thomas motioned to approve the annual evaluation for City Administrator, Michele Eldridge, at a score of 4.34 out of 5 and to approve the City Administrator be given a cost-of-living increase of 2.9% if the budget allows and was seconded by Downey. The motion passed unanimously by a vote of 5-0.** (Yes: Thomas, Downey, Caughey, Knox and Henry. No: None.)

THE MATTER OF APPROVING THE CONSENT LIST: Caughey pointed out page 59 of the agenda noting the date for Exhibit C should say July 15, 2025, and not 2026. Ross will make the appropriate changes to the original and online versions. [City Recorder note that this change did not need to be amended in the motion as it's information only.]

- **Thomas motioned to approve the consent list and was seconded by Caughey. The motion passed unanimously by a vote of 5-0.** (Yes: Thomas, Caughey, Downey, Knox and Henry. No: None.) A motion to approve the consent list approved the following:
 - **The Payment Approval Report for February 2026**
 - **The Out of State Travel for Cathy Nelson for the amount of \$750 to Reno, Nevada.**

CITY ADMINISTRATOR VERBAL REPORT:

- Eldridge informed Council the sign down by Gheen Irrigation and Riverfront Park was on City property and will be removed.
- The OCWCOG IGA will come back to a future meeting as they are currently reviewing the agreement.
- A Community Project Funding Appropriations request has been submitted to Congresswoman Bynum for \$2.2M for Eagle Park. Eldridge is uncertain about the outcome as our eligibility still needs to be verified by USDARD (United States Department of Agriculture Rural Development).

- Eldridge informed Council she has received a foreclosure notice for Butterfly Gardens who has a deadline of June 2, 2026, to prevent it. Eldridge added the foreclosure doesn't effect residents who have already purchased their homes and the City isn't out any money, except for the unfinished sidewalks, storm drains and a few outstanding nuisances. It's possible the City will have to utilize the surety bond to complete the unfinished work required by the City.
- SMAC is holding a meeting on April 9th in Halsey regarding the long session for next year. Eldridge would like Council to attend.

OTHERS:

- City-wide flushing will take place next week.
- The LOC Small City Meeting will be held on May 15th at City Hall. Nuestro Sabor will be catering.
- Eldridge will be taking vacation from March 26th to April 6th.
- Ross reminded Council that the Statement of Economic Interest (SEI) opens March 15th and ends April 15th.

The City Council meeting recessed at the hour of 8:14pm to prepare for the City Council Executive Session. All citizens in the audience left the meeting.

The City Council Executive Session was called to order at the hour of 8:16pm.

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

The City Council Executive Session adjourned at the hour of 8:48pm and returned to the City Council meeting.

Knox informed Council that she received a grant from AG West Farm Credit in the amount of \$2,500 for the playground on Smith St.

With no recommendations made, and no further business, the City Council Meeting adjourned at the hour of 8:48pm.

Mayor

City Recorder

Ken 
Jackola

for

OREGON HOUSE ★ DISTRICT 11

REPUBLICAN

Ken Jackola

(541) 224-6940

ken@votekenjackola.com

VoteKenJackola.com

SCAN ME



Addendum 1