



Harrisburg City Council Minutes August 12, 2025

Mayor: Robert Duncan, Presiding
Council President: Mike Caughey, Present
Councilors Present: Kimberly Downey, Randy Klemm, Charlotte Thomas (Arrived at 6:35pm), Cindy Knox, and Dana Henry
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 6:34pm

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

THE MATTER OF DISCUSSING THE 2023-2024 AUDIT REPORT WITH THE AUDITOR, STEVE TUCHSCHERER: Auditor Ashraf Lakani Farishta presented the 2023-2024 Audit Report. Highlights included:

- Farishta stated this was a clean audit report with no deficiencies noting the financial statements are prepared on a modified cash basis of accounting.
- On page 15, the Net Position increased by \$2.1M, an 11% increase from the previous year. The General Fund had \$1.48M in revenue's mainly consisting of taxes and franchise fees.
- Page 18 and 19 shows a summary of changes in net position and the governmental activities which is a good reflection of what is going on in the City.

- Page 24 shows \$3.9M in Capital Assets including buildings, land, vehicles, utility systems and new construction. Governmental Activities shows \$376,043 in additions and the Enterprise Fund shows \$489,967, both with no deletions.
- Page 7; Supplementary Information shows the budgeted amounts verses actual noting that most funds had a positive fund balance.
- Page 115, the Independent Auditors Report shows required comments and disclosures. Farishta noted the City had over budgeted appropriations in two funds. Those funds are stated on page 73 as the Library and Office Equipment Funds for a total of \$4,830.
- Farishta concluded by stating again the City is in good shape with no deficiencies or weakness for the City.
- Farishta also explained, at the request of Nelson, that the original Audit Report was revised to accommodate Biz Oregon due to the City being on a modified cash basis of accounting.
- No further comments or concerns.
 - **Thomas motioned to approve the City's Fiscal Year 2023-2024 Audit Report, as presented by Auditor Ashraf Lakhani Farishta and was seconded by Henry. The motion passed unanimously by a vote of 6-0.** (Yes: Thomas, Henry, Caughey, Downey, Klemm and Knox. No: None.)

The City Council Meeting recessed at the hour of 6:54pm to begin the HRA Board Meeting.

The City Council Meeting resumed at the hour of 7:02pm.

THE MATTER OF A PRESENTATION BY HUNTER COMMUNICATIONS: Jason Robinson, Operations Manager with Hunter Communications, provided his presentation as shown in Exhibit A. He noted the delay in completion is due to the challenges with crossing two railways which involves permitting and engineering. Hunter is expecting both to have both completed within the next two weeks.

- Downey asked about the issues with the railroad. Robinson replied it was the flagging and the authorization to drill under the tracks.
- Caughey asked about areas of town with underground utilities and the timeline for connecting those areas. Robinson stated that because of the difficulty and the cost involved, it will be challenging. Hunter would like to have a conversation with the City about micro trenching to make that happen.
- Henry confirmed there is no timeline for underground utilities and asked about a discount for healthcare providers/nurses. Robinson appreciated the suggestion.

THE MATTER OF ADOPTING ORDINANCE NO. 1011, "AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODES CHAPTER 1.05, 9.45, 10.05 and 10.15": Eldridge stated that our current code is very poor when it comes enforcing compliance, therefore, revisions have been made to help expedite the violation process. Some of those changes include:

- Page 135 shows that penalties now have been classified as either a violation or a misdemeanor. This will be at discretion of the Judge or City Prosecutor depending on the severity and the defendants willingness to comply.
- On page 138, HMC 9.45.030 was changed to Human Waste to make it easier for Law Enforcement Agencies to locate it. This violation is also located in three other areas of the HMC.
- On page 141, for HMC 15.05.150(5)(b)(i) Council has the option to allow 7 days or 14 days and (ii) has been changed from parking adjoining the property to within 100' of property. Both of these changes will be able to accommodate areas with limited

parking for residents. Eldridge also pointed out section (d) stating that moving property from one place to another doesn't constitute compliance.

- Page 148; HMC 10.15.050 explains the process for entering private property. This section has been reviewed by our City Attorney and both Sergeant Frambes and Chief Larson.
- Eldridge pointed out Law Enforcement will still be offering resources to individuals stranded or living in their vehicles including possibly relocating them to a new location.
- Henry asked about the monitoring for compliance. Eldridge responded that the Code Enforcement Officer would be keeping track.
- Thomas likes the changes and that Law Enforcement is in favor. She also likes the 14 day timeline for HMC 15.05.150(5)(b)(i).
- Knox asked if this was going to be enforced on a complaint basis. Eldridge stated that will depend on the situation, but mostly by complaint. Knox added that she was in support of this as well and agrees with Thomas on the 14 day timeline.
- Henry is also supportive of the changes and agrees with the 14 days. Henry would also like a communication plan to inform residents of the changes. Eldridge confirmed the City will be posting information on social media, our City website as well as in our newsletter.
- Downey also agrees with the 14 days and likes keeping the 30 days in a 90 day period as stated in HMC 10.05.150(7)(b).
- Caughey is also in favor of these changes.
 - **Knox motioned to approve Ordinance No. 1011, "AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODES CHAPTER 1.05, 9.45, 10.05 AND 10.15" and was seconded by Thomas.**

Downey motioned to amend the motion to include the choice of 14 days for HMC 5.05.150(5)(b)(i) and was seconded by Thomas. That motion passed unanimously by a vote of 6-0. (Yes: Downey, Thomas, Caughey, Klemm, Knox and Henry. No: None.)

Council then voted unanimously to approve Ordinance No. 1011 by a vote of 6-0. (Yes: Knox, Thomas, Caughey, Downey, Klemm, Knox and Henry. No: None.)

THE MATTER OF APPROVING AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE CITY OF HARRISBURG AND LINN COUNTY SHERIFF'S OFFICE:

Eldridge stated the contract terms are very similar to the previous. Eldridge noted the amount of \$305,646 has already been budgeted for this next fiscal year. Eldridge pointed out the amount of increase since 2022 as being 63%. She noted that if we want to make changes to the number of hours requested, this must be done before December of each year.

- Thomas was concerned about the amount of increase and asked if there was room for negotiation or if we were locked in until 2028. Nelson stated this is an estimate for budgeting figures, but typically it won't be lower. Nelson pointed out this rate includes all benefits, not just salary.
- Mayor Duncan is concerned about the triple dipping between property taxes, levy and the enhanced services. He feels the only option we have to reduce the cost is to reduce hours and see if that impacts the City.
- Downey stated an impact of less hours could result in longer response times. She suggested adding more Municipal Codes for enforcement purposes and utilizing our Court.
- Henry confirmed that we are paying LCSO for being more proactive in our community. Henry likes the idea of capping the amount and adjusting as needed.

- Caughey would like to stick with our current hours and acknowledge the triple dipping but feels the County Commissioners are responsible for approving their budget, which is insufficient. Caughey feels this should be a discussion with the other LCSO contracted Cities.
- Eldridge reminded Council this would be up for discussion in November for the next fiscal year budget.
 - Henry **motioned to approve the IGA with the Linn County Sheriff's Office and was seconded by Downey. The motion passed unanimously by a vote of 6-0.** (Yes: Henry, Downey, Caughey, Klemm, Thomas and Knox. No: None.)

THE MATTER OF APPROVING THE CONSENT LIST:

- Caughey asked about the credit card charge for \$4,027 on page 183. Nelson replied the charge was for the tax certification for the new truck that was purchased in California.
- Caughey asked about the charge for \$17,515.28 on page 185 for Stalker Radar. Nelson replied it was for the purchased of three RRFB (Rectangular Rapid Flashing Beacon) for 3rd St.
 - Downey **motioned to approve the consent list and was seconded by Thomas. The motion passed unanimously by a vote of 6-0.** (Yes: Downey, Thomas, Caughey, Klemm, Knox and Henry. No: None.) **A motion to approve the consent list approved the following:**
 - **Minutes from the May 27, 2025, June 24, 2025 and July 22, 2025 City Council Meeting**
 - **The Payment Approval Report for July 2025**

CITY ADMINISTRATORS VERBAL REPORT:

- The Floodplain Development Permit was approved by Linn County, and the Recreational Trail Program people have been notified and they are moving forward.
- The City was not awarded with the Large LGGP Grant. Eldridge thanked Cindy for her contribution. The \$50,000 that was budgeted for a matching fund will now be available.
 - Knox commented on how lucky we are to have Eagle Park adding the touch of nature and serenity is amazing.
 - Eldridge also informed Council the picnic tables for Eagle Park were delivered today and she would like to hold a celebration when we close out the Small Local Government Grant.
- Eldridge congratulated Nelson on 5 years with the City. Eldridge also pointed out that Jamie Knox and Amanda Pelkey also celebrated 5 years last year. Next year Ross will be here for 20 years and Eldridge 25 years.
- The Linn County Solid Waste Committee has an open position. This was previously held by Councilor Adam Keaton. She asked for volunteers to serve; nobody offered.
- As shown in **Addendum 1**, the 2025 Citizen's Academy begins September 10th. Downey spoke of the activities involved and how she enjoyed it.
- The League of Oregon Conference (LOC) is October 2nd-4th, 2025. The City still has funds available if Council would like to attend.
- The Oregon Mainstreet Conference will be held in Albany October 8th to 10th if any Council members would like to attend. The registration is also covered by the City. Downey, who will be attending one day, informed Council there is a lot of HRA (Urban Renewal) information available and how to use those funds.

OTHER ITEMS:

- Downey spoke of the assistance the non-profit she works for received from David Helton, with ODOT, regarding a clogged culvert under the freeway.
- Caughey thanked staff for the National Night Out celebration. Mayor Duncan also commented on the fun summer activities.

With no further business, the City Council Meeting adjourned at the hour 8:47pm.

Mayor

City Recorder



CITIZEN'S ACADEMY



Wednesdays, September 10-November 12

6PM-9PM

APPLY BY SEPT 8

APPLY NOW!
SCAN HERE



APPLY NOW!
SCAN HERE